SUPPLEMENT TO MANUAL
ON
COMMUNITY DEVELOPMENT

(PARTS I AND II)

(APPENDICES)

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GOVERNMENT OF MADRAS
1959

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1959

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CONTENTS.

Appendices.

		PAGE.
I.	General Instructions	1
II.	Committees	66
III.	Duties of Extension Officers and Engineering Supervisors	80
IV.	Contributions	90
V.	Agriculture	111
VI.	Animal Husbandry	159
VII.	Co-operation	173
VIII.	Panchayats	178
IX.	Education and Social Education	179
X.	Works	246
XI.	Medical and Public Health	303
XII.	Irrigation	305
XIII.	Housing, Office Buildings and Staff Quarters	313
XIV.	Rural Arts and Crafts	332
XVI.	Loans	372
XVII.	Audit and Accounts	397
XVIII.	Equipment	479
XIX.	Supply of Cement	528
XX.	Rents	537
XXII.	Publicity	539
XXIII.	Progress Reports and Periodicals	561

SUPPLEMENT TO MANUAL ON COMMUNITY DEVELOPMENT (PARTS I AND II)

APPENDIX I—GENERAL INSTRUCTIONS.

(56)

G.O. Ms. No. 3966, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH DECEMBER 1955.

[Community Development Programme—Conversion of National Extension Service Blocks into Community Development Blocks for intensive development—1955–56 series—Period of operation —Letter from the Community Projects Administration— Recorded.]

READ—the following papers :—

Memorandum No. 4100-RDP-I/55-1, Public (Rural Development Projects), dated 3rd May 1955.

Letter from the Community Projects Administration, dated 23rd November 1955, No. CPA/4/P/55.

Order—Ms. No. 3966, *Public* (*Rural Development Projects*), *dated* 16*th December* 1955.

Recorded.

2. A copy of the letter from the Community Projects Administration second cited is communicated to the Collectors and Block Development Officers concerned. They are requested to note carefully that the period of operation of the Community Development (converted National Extension Service) Blocks will be three years from 1st April 1955. They are, therefore, requested to finalise the programme of work and budget estimates for these blocks immediately if this has not already been done.

ENCLOSURE.

Letter from the Under Secretary to the Government of India, Community Projects Administration, New Delhi, to the Development Commissioners of all States (except Manipur, North-Eastern Frontier Area and Jammu and Kashmir), dated 23rd November 1955, No. CPA|4|P|55.

[Conversion of National Extension Service Blocks into Community Development Blocks for intensive development—1955–56 series.]

In this Administration's letter of even number, dated April 22, 1955, it was stated that the total period of operation of the National Extension Service blocks converted into Community Development blocks for purposes of intensive development had been fixed at four and a half years reckoned from the date of original commencement of work as National Extension Service blocks. The matter has been carefully reviewed, and in order to avoid financial and occiunting difficulties and to facilitate the assessment of progress on a uniform basis for converted blocks year-wise, it has been decided that the period of operation of the Community Development blocks taken up by conversion from National Extension Service during the year 1955–56, will be three years from 1st April 1955, irrespective of the actual date of their allotment or of the commencement of work

either as National Extension Service or Community Development blocks. Accordingly, the period of operation of these blocks will be completed by 31st March 1958. This may please be noted carefully and the programme of work and budget estimates finalised and copies forwarded to this Administration at a very early date.

(57)

MEMORANDUM No. 2220-RDP-I/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 9TH JANUARY 1956.

[Community Development Programme—Suggestions of the Administrator, Community Projects Administration, in his tour note relating to the Deputy Directors of Rural Welfare—Instructions —Issued.]

[*Reference.*—From Sri S. K. Dey, Administrator, Community Projects Administration, New Delhi, Serial No. 12/55, dated 25th November 1955—G.O. Ms. No. 3181, Public, dated 13th October 1955.]

The Administrator, Community Projects Administration, has suggested that the Deputy Directors of Rural Welfare may be requested to draw up their tour programmes in such a way as to cover every block at least twice during a year, and that they should be able to function in close collaboration with the Collector at the field level and the organization at the State Headquarters. The Government accept the suggestion and direct that the Deputy Directors of Rural Welfare should inspect the work done in the blocks at least twice during a year in between fair intervals. They should also keep close liaison with the Collectors of the districts in regard to the progress of work in the Community Development areas.

(58)

MEMORANDUM No. 60780-RDP-I/55-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 19TH JANUARY 1956.

[Community Development Programme—Monthly letter of the Administrator, Community Projects Administration—Extracts communicated.]

[*Reference.*—From Sri S. K. Dey, Administrator, Community Projects Administration, dated 10th December 1955, Serial No. 10/55.]

Extracts of items 10, 11 and 14 of the monthly letter cited of the Administrator, Community Projects Administration, are communicated to all Collectors, Project Executive Officers and Block Development Officers for information and necessary action.

ENCLOSURE.

EXTRACTS FROM THE MONTHLY LETTER, SERIAL No. 10/53, DATED 10TH DECEMBER 1955, FROM SRI S. K. DEY, ADMINISTRATOR, COMMUNITY PROJECTS ADMINISTRATION, NEW DELHI, TO SRI N. E. S. RAGHAVACHARI, I.C.S., ADDITIONAL SECRETARY TO GOVERNMENT, PUBLIC (RURAL DEVELOPMENT PROJECTS) DEPARTMENT.

* * * * *

10. *Pulse and the people.*—In my never-ending pilgrimage across the projects in India, I have the opportunity of seeing the results of a lot of our physical activities such as schools, roads, wells, hospitals, compost pits, demonstration farms, etc. The rapidly moving kaliedoscope, however, results in blunting the eyes, but in compensation it strengthens the pulse. Instead of looking for things I have naturally begun to reach out for the pulse of people. To meet the people and be lost in them is like a dip in the cool crystal water of the Ganges at Hardwar on a sweltering summer morning. I come across the spectacle every day of Collectors, Block Development Officers and others rejoicing in this ceremonial bath in the sea of people under their charge. How can we make all our workers engaged in this programme develop this new taste? It is claimed that some people by temperament are not capable of being emotionally excited. Once again I face the dilemma as to how to explain this rapid rate of procreation of which we feel so universally proud as a nation. Is it that we feel shy to be excited in public? If so, is it not then a sign of fear and other complexes and should we not try some shock-therapy to cure ourselves of this chronic malady? Or am I trying to be too aboriginal in thinking? Is it wrong to feel this way ? I do not know. Only I cannot see how else we can conquer this " mountain of inertia ".

11. *Project Executive Officer and his people.*—A short while ago, I had the opportunity to participate in a meeting along with the Chief Minister of a major State which was attended by people in their thousands in an interior village. With the meeting over, the crowd as is their wont rushed for blocking the passage. The Project Executive Officer stood up before the mike. With a quiet but firm voice, he asked the people to remain seated till the visitors have been able to depart without loss of time. There was pin-drop silence and the people acted with a discipline which was a model in definition. I felt almost like crying with joy. Have all our project officers tasted the joy of being able to act thus the "Dadaji" of the crowd. Many other things should follow as a natural corollary then.

* * * * *

14. *Project as forum for democracy.*—While travelling recently from Calcutta to Delhi I had in the compartment a fellow passenger. He congratulated me on Community Projects having already been a great success. I asked him "What he meant by the word 'success'." I added, "If he meant return in physical terms for the expenditure incurred by the Government, he was, of course, right. For I have not known any investment of Government so far which has yielded the physical results that our programme has registered already If, however, by success he meant that we have been able to educate the villager for the next election or the ones thereafter to cast his vote, the most precious commodity in a democracy, without fear or favour then my answer was 'I do not know'."

I refer to this vote because once a citizen understands the full meaning of it the question of the people's programme and the participation we look for follows as a logical corollary. That the Government agency is merely a tool to serve the needs of free citizens will then begin to be a matter of elementary commonsense in the Welfare State of India we visualize for to-morrow.

The programme of Social Education was intended to provide the forum for educating the masses of our people in their obligations in a democracy and the rights as accrue therefrom. This forum has to be protected from use in the name of the project for political purposes by whosoever concerned. As the next election approaches the temptation for using this new all-purpose machinery of Government which has acquired the new meaning in the eyes of people, will be very great indeed. The project staff will owe it to themselves to safeguard the integrity of this programme from abuses of this character. Nothing could be further from the mind of the leaders of our Government than the degradation

of this great movement to a handy tool to promote individual chances for election. I say this from direct knowledge of the minds of those that matter and I have to request you to plan for a deliberate effort on the part of the staff to see that they are not partisans and that the project activities are confined to purposes of the project alone. If individual non-officials gain in stature in the eyes of people through their individual honest contribution towards the objectives of the programme, this of course need not be discouraged. But the clear line of demarcation should at all costs be maintained in the forum, between activities which relate to the people and those which are meant for political purpose.

(59)

G.O.R. No. 189, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 27TH JANUARY 1956.

[Community Development Programme—Sanctions accorded by the Collectors, Project Executive Officers and Block Development Officers—Irregular sanctions and defects—Instructions.]

READ—the following papers :—

Memorandum No. 2883, Public (Rural Development Projects VIII)/54-1, dated 29th November 1954.

G.O. Ms. No. 1325, Public (Rural Development Projects), dated 21st April 1955.

G.O. Ms. No. 2097, Public (Rural Development Projects), dated 6th July 1955.

G.O. Ms. No. 2968, Public (Rural Development Projects), dated 24th September 1955.

Order—No. 189, *Public (Rural Development Projects), dated 27th January* 1956.

With reference to the direction issued in the Memorandum cited, copies of sanctions accorded by the Collectors, Block Development Officers and Project Executive Officers in exercise of the powers delegated to them are being endorsed to the Government for review.

2. The Government have laid down the schemes and works that can be taken up under the schematic heads " Social Education " and " Grants-in-aid " in the Government Order second and third read above. The scale of villagers' contribution for the various types of works and schemes under the Community Development Programme has also been fixed and communicated in the Government Order first cited. The general principle regarding the procedure for sanctions of works, schemes, etc., have also been laid down in the Budget Manual of the Community Projects area.

3. The Government observe that in a very large number of cases, schemes, grants, works, etc., are being sanctioned by the Collectors, etc., which are not contemplated under the Community Development Programme. In other cases, sanctions are being accorded with Government grant exceeding the maximum ceiling fixed by the Government, and thereby reducing the beneficiaries contribution. Schemes and works not included in the overall programme have also been sanctioned in some cases.

4. The Collectors, the Project Executive Officers and Block Development Officers are informed that only schemes contemplated under the Community Development Programme and those works which have been included in the approved overall programme can be sanctioned by them. The Government grant should not exceed the ceiling fixed by Government for various types of works or schemes. The sanctioning officers are requested to closely observe the ceilings fixed for Government grant for each work or scheme. They are also cautioned that any sanctions accorded contrary to the orders of Government will not be ratified and that the sanctioning officer will be held personally responsible for any deviations of the orders of the Government.

(60)

G.O. Ms. No. 387, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 2ND FEBRUARY 1956.

[Community Development Programme—Organizational set-up and implementation—Increasing the tempo of progress—Suggestions of the Administrator, Community Projects Administration, New Delhi—Orders passed.]

READ—the following papers :—

G.O. Ms. No. 1260, Public (Rural Development Projects), dated 3rd August 1954.

G.O. Ms. No. 2580, Public (Rural Development Projects), dated 18th August 1955.

From the Administrator, Community Projects Administration, New Delhi, dated 25th November 1955, Tour Note Serial No. 12/55.

Order—No. 387, *Public (Rural Development Projects), dated 2nd February* 1956.

The Administrator, Community Projects Administration, New Delhi, inspected some Community Development areas in this State during 17th to 22nd November 1955 and had detailed discussions on the programme with the officials of this Government. He has commented, among other things, that the programme in the Madras State remains substantially below the average level of performance of India as a whole, in almost all sectors of development. He has added that, apart from physical accomplishment, the expenditure as also peoples participation, still continues very much below all-India average, although there is a conspicious trend towards increase during the past one year in the field of expenditure. He has further pointed out that the programme appears to be heavily weighted in the direction of social welfare, the economic aspect of development not having received emphasis aimed at under this programme.

2. In analysing the causes for this set back in the programme, the Administrator has pointed out that unless the various development departments take their direct responsibility in this programme

and function with adequate supplies and staff at *all levels*, it is not possible to achieve uniform results in depth. He has also pointed out that there seemed to be an insufficient appreciation of the fact that the Development Commissioner in the State is not another head of department, but a co-ordinator in practice for all the heads of departments in the State for intensification of their activities in the areas covered by the programme.

3. The Government consider that a continuation of this outlook will land this programme inevitably to one of pure local development works on an enlarged scale and will cease to be Community Development, as universally understood. As early as August 1954, the Government have issued instructions that the responsibility for the carrying out of the development programme of a particular department in the Community Development areas continues to vest in the head of the department concerned. Again, in the Government Order second cited, instructions were issued defining the relationship between the district officials of the different technical departments and the staff working in the Community Development areas and the responsibility of the district officers for the formulation and implementation of the programme.

4. The Government regret to observe that the heads of departments concerned have not co-operated in full measure in the task of rural development work and that there has not been enough co-ordination of work at district and lower levels. The heads of departments are informed that the Government hold them primarily responsible for the implementation of the Community Development Programmes concerning their respective departments and they are accountable from the ground level upwards. The departmental representative of the various departments will, for purposes of this programme, be responsible at the block level to the Block Development Officer, at the district level to the Collector and at the State headquarters to the Development Commissioner.

5. On the economic side, by far the most important part of the development programme is agricultural extension—interesting the cultivators in ways of improving the techniques, and organization of farming and helping them to adopt these measures. Several items go to form a full programme of extension. Better seeds and fertilizers are, however, the two most important items. Carrying the lessons of research to the cultivator's own field and visibly demonstrating the potentiality of new means and methods are integral parts of extension work. Due attention should, therefore, be paid to the demonstration of improved technique, multiplication of improved seeds, intensive cultivation measures like irrigation, manuring and improved techniques, establishment of fruits and vegetable cultivation, upgrading of cattle, improvement of fodder supply, development of poultry, etc. The State Development Committee which met on the 17th December 1955, has considered this question, in detail, and has concluded that it is necessary that a supply centre should be established in each block for the supply of

improved varieties of birds, bulls, fruit trees, agricultural requirements, etc. The committee also decided that steps necessary for increasing the tempo of production programme and the productive efficiency of the agriculturists should be formulated and implemented.

6. The heads of departments concerned and Collectors are, therefore, requested to take necessary steps to cope with the expanding needs of the programme as indicated above, for instance, establishment of fruit and vegetable nurseries and seed farms, in the field of agriculture and horticulture, central farms in the district and at the State level for poultry, piggery and cattle-breeding in the field of animal husbandry, and in the same way for all sections of activities. The schemes of the various departments included in the draft Second Five-Year Plan provide for the establishment of supplies of services required for the Community Development areas. All that is now required is to begin implementing these schemes with particular reference to the current and immediate future needs of the National Extension Service and Community Development Project Blocks in the State. Wherever necessary, proposals may be submitted to the Government for approval.

7. The Administrator has also pointed out that the Social Education Programme appears to be functioning more as an adult literacy and recreational campaign than for generating mass enthusiasm in national reconstruction as the people's own programme. The success of the Social Education Programme is measured by the extent to which people realize that the programme is their own and take an effective part in it especially on the economic side. The Social Education Organizers should, therefore, take special steps to propagate ideas regarding better agriculture, compost of manure, development of cottage industries, sanitary living, improvement of self-effort, etc.

(61)

G.O. Ms. No. 462, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 7TH FEBRUARY 1956.

[Community Development Programme—Shramdan Movement—Launching of—Instructions—Issued.]

READ—the following paper :—

From the Administrator, Community Projects Administration. New Delhi, dated 25th November 1955, Serial No. 12/55.

Order—No. 462, *Public (Rural Development Projects), dated 7th February* 1956.

It has been pointed out that a Shramdan drive, which has been a major feature in almost all States, in which, officials from the highest to the lowest level have participated with the people, can be tried in this State. Even at present " Shramdan " is a feature of community life in the rural areas of the State. Kudimaramath is

essentially a Shramdan work. Various works executed under the Community Development, National Extension Service and Local Development Works Programmes involve voluntary labour by the villages. Government consider that this conception should be further developed not only for the construction of new works but their maintenance as well. For instance if the villagers organize themselves and offer voluntary labour periodically, once in a month or oftener, the village streets and roads can be kept up in good condition, the village ponds cleared of silt and also insanitary pits near habitations filled up. Such organized Shramdan will foster community spirit among the people and make them feel that the Community Development Programme is essentially a people's programme.

2. The Government, therefore, direct that, as a first step in the direction, Shramdan drive should be launched at least in one village in each grama sevak's area and pursued vigorously so that it may gradually be extended to the adjoining villages in due course. All Collectors are accordingly requested to organize the movement immediately giving wide publicity to the campaign and furnish a report of the action taken in due course.

(62)

G.O. Ms. No. 847, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 3RD MARCH 1956.

[Community Development Programme—Administration—Pattern of administration—Association of Revenue Divisional Officers —Orders—Issued.]

The question of the role of Revenue Divisional Officers in the machinery for the administration of the Community Development Programme in the districts has been engaging the attention of the Government for some time. The Community Projects Administration has been emphasizing the need for fitting in the new ideas and functions engendered by the programme in the structure of established administration. The pattern of administration that has been advocated by the Community Projects Administration is that the block and project areas should have a common co-ordinating agency at the district as well as the subdivisional and project or block level. The principle of unified approach as a team by the various development departments should be emphasized of these levels.

2. As regards the district level, the Collectors have already been made responsible for ensuring the necessary co-ordination in the administration of the Community Development Programme in their districts. The Community Projects Administration has pointed out that the Subdivisional Officer (the Sub-Collector or the Revenue Divisional Officer as he is called in this State) plays very little part

in the programme. It has further pointed out that as the expansion of the programme has imposed a larger burden on the Collector which will increase further with the gradual coverage of the entire district by the end of the Second Five-Year Plan, the Revenue Divisional Officers or their counterparts should now be brought into the pattern of administration of the programme.

3. The question was considered at a Conference of Collectors held on 8th June 1955. The consensus of opinion at this conference was that the Revenue Divisional Officers should be actively associated with the implementation of the programme. This is also in conformity with the recommendations of the Planning Commission and the Community Projects Administration. The Government have also carefully examined the question and agree that the stage has been reached when the functions of administrative co-ordination of developmental programmes should be entrusted to the Revenue Divisional Officer, that officer being given suitable assistance in his normal duties in those divisions where the number of Community Development or National Extension Service Blocks is large. The Government direct that action be taken accordingly.

4. The basic function of the Revenue Divisional Officer will be to co-ordinate the activities of the various development departments at the subdivision level and to see that they work towards the fulfilment of the overall plan for the National Extension Service or Community Development Blocks. They will also be fully responsible for the working of the Community Development and/or National Extension Service Programmes in their divisions. In respect of cases where a Community Development or National Extension Service Block cuts across a revenue division, the Government consider that the block should be placed in the overall charge of a single Revenue Divisional Officer. The territorial limits of such blocks will gradually be adjusted to coincide with the limits of the administrative units.

5. As the success of the development measure in the Community Development and National Extension Service areas largely depends on the measure of co-operation extended by the officers of development departments, for rendering advice and technical supervision, the Government consider there is need for evolving a suitable system of assessing the contribution which an officer makes towards the successful execution of the work. The Government, therefore, permit the Revenue Divisional Officers to report to their respective District Collectors on the work of the officers of the development departments. The District Collectors will then take necessary action in the matter. The Revenue Divisional Officers shall also be competent to correspond direct with any District Officer in regard to development work.

6. In order that the work in the Community Development areas is put on a sufficiently quick and elastic basis, it is necessary that

adequate powers, financial and administrative, be delegated to the Revenue Divisional Officers for implementing the programme. In his capacity as the head of the development organization at the subdivisional level, he is competent to act through the development staff right down to the villages. He shall also exercise all powers delegated to the Revenue Divisional Officers in G.O. Ms. No. 1310, Public, dated 9th August 1954, in respect of both the Community Development and National Extension Service Blocks. He shall be further competent to sanction loans from the provisions set apart under the Community Development Programme or for takkavi loans to the same extent as under the powers delegated to him in G.O. Ms. No. 2051, Revenue, dated 30th June 1955. The Board of Revenue (Food Production) is requested to examine and report in consultation with the Collectors whether any additions or alterations are called for in respect of the present delegations to the Revenue Divisional Officers.

7. The Block Development Officers will continue to be responsible for the working of the programme within the block. They will not, in future, correspond direct with the Collectors but only with the Revenue Divisional Officers.

8. The Government consider that in order to fit them up for the work, the Revenue Divisional Officers should be given a short orientation course. The Joint Development Commissioner is requested to submit proposals to Government for the organization of such a course.

9. The Board of Revenue (Food Production) is requested to report the additional staff that may be required by the Revenue Divisional Officers for efficiently discharging their functions. The Board is also requested to issue suitable supplemental instructions to the Collectors and Revenue Divisional Officers that may be considered necessary in the matter.

10. The Government consider that only Revenue Divisional Officers having aptitude for development work should be posted to the charge of divisions where the scheme is in force. As the personal factor plays an important part in the administration of the programme, Revenue Divisional Officers should not be transferred frequently. The Board of Revenue (Land Revenue) is requested to bear this principle in mind when submitting proposals for the posting of Deputy Collectors.

11. The Board of Revenue is also requested to watch the working of the above arrangement for six months and submit a report to Government reviewing the position before the 1st October 1956.

12. The Board of Revenue, the Collectors and the heads of departments concerned with the development activities are requested to acknowledge the receipt of this order.

(63)

MEMORANDUM No. 26256-R.D.P.-I/56/PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 12TH JANUARY 1956.

[Community Development Programme—Monthly special letter of Sri S. K. Dey, Administrator, Community Project Administration—Extracts communicated.]

[*Reference.*—From Sri S. K. Dey, Administrator, Community Project Administration, New Delhi, dated 15th February 1956. Serial No. 2/56.]

Extracts of items 2 and 13 from the monthly letter of the Administrator, Community Project Administration cited are communicated to all Collectors, Project Executive Officers and Block Development Officers for information and necessary action.

ENCLOSURE.

EXTRACTS OF ITEMS 2 AND 13 FROM THE MONTHLY LETTER OF THE ADMINISTRATOR, COMMUNITY PROJECT ADMINISTRATION, DATED 15TH FEBRUARY 1956, SERIAL No. 2|56.

* * * * *

2. *Strength is also horizontal.*—Strength on the vertical line is significant. But it will be in unstable equilibrium unless it has deeper and wider roots. Our strength necessarily will derive from the extent to which nourishment is also drawn horizontally from roots which spread out in space. I am mentioning this parable of the tree in nature, because I find that there is yet inadequate understanding in our workers that the stability of their strength lies in the strength of the technical departments as also of the others who are linked with us horizontally. The future of this programme, I can declare boldly, will be determined by the strength of all these horizontal agencies of which the administrative agency is expected to act as the nucleus. Wherever we may be placed, this is a point that we can ignore only to our undoing. Our friends, the Collectors and the Block Development Officers have a special role to place on this behalf to see that deliberate effort is made to build up and give appropriate credit to the technical and other agencies who alone can add content to the conflagration we have set apace.

* * * * *

13. *"Shramdan" as training in discipline and method in madness.*—"Shramdan" now is an integral feature of development in India. I am afraid, however, that this work is not being done with the method that the madness calls for. Shramdan work, for instance, must be conducted with the discipline and methods employed, for instance by fire-fighters, if I may give this extreme example, in quenching a fire. There is tremendous wastage of labour by people because of the lack of methods. This is something that will have to be looked into. I am asking our Block Development Officers and Social Educational Officer Training Centres to include this as an integral feature of the practicals in their curriculum. But, it will also have even liked a manual attempted on this subject. But probably you are already swamped by the plethora of our Manuals! I have perforce to be on my guard. Discipline in Shramdan, if I may mention, is again something which will be indivisible in its impact on other spheres of life even apart from Shramdan. If as a nation, we suffer from chronic maladies, these are lack of discipline and unity in action. Could we not help through this programme?

* * * * * *

(64)

G.O. Ms. No. 1308, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 5TH APRIL 1956.

[Community Projects—Animal Husbandry, Health and Medical Institutions—Maintenance after the Project period—General policy—Instructions issued.]

A large number of veterinary, health and medical institutions such as veterinary dispensaries, first aid centres, maternity centres and primary health centres has been sanctioned and is functioning under the Community Project Scheme in the four major projects of 1952 (Periyar, Lower Bhavani, Malampuzha and South Kanara) and in the four Blocks of 1953 (Cheranmahadevi, Athoor, Chidambaram and Chingleput). The question of laying down a general policy in regard to the continuance of these institutions after the project period has engaged the attention of the Government for some time past. The have carefully examined the question and pass the following orders.

2. These institutions should be maintained and continued after the closure of the scheme either by the regular administrative departments concerned or by the local bodies in the case of institutions such as Maternity Centres which fall within the field of their normal responsibility with the Government aid in deserving cases.

3. The Government direct that the institutions which do not adequately serve the purpose for which they were started be closed down. Prior sanction of Government should be obtained in each case.

4. With a view to ensure the continuance of the assistance that these institutions are now receiving from the local bodies, such as panchayats and district boards and the villagers, the Government direct that the Project Executive Officers and Block Development Officers should make it clear to all concerned during their tours that only such of the institutions to which the people will continue to give the same assistance, now given by them, even after the project period, will be taken over and run by the Government.

5. In order to minimise non-recurring expenditure on these institutions at a feature date by way of providing buildings, equipment, etc., steps should be taken for construction of buildings, etc., even now from Community Project Funds with 50 per cent public contribution. The Project Executive Officers and Block Development Officers are requested to inform the public and local bodies that this is a condition precedent to maintenance of the institutions by Government. They are requested to take speedy steps to construct buildings and provide required equipments wherever necessary.

6. The possibility of obtaining financial assistance from the Government of India for running these institutions even after the project period will be taken up later on, when the extent to which their aid will be required, is known.

7. As the Community Project Scheme will come to a close by 1st October, 1956, provision will have to be made towards the expenditure for running these institutions for a period of six months in the budget of the regular administrative departments concerned for 1956–57. A statement showing the annual recurring expenditure involved has already been furnished to the heads of departments concerned for their guidance.

8. The Collectors are requested to see that necessary steps on the lines indicated above are taken immediately.

(65)

MEMORANDUM No. 11202-R.D.P.-I/16-8, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH APRIL 1956.

[National Extension Service Programme—Inauguration of blocks—Execution of works pending finalization of programme.]

READ—the following papers :—

Letter from the Community Projects Administration, dated 23rd January 1956, No. CPA/1 (2) P/56.

Letter from the Community Projects Administration, dated 2/3rd April 1956, No. CPA/1 (2) P/56.

Memorandum—No. 11202, *R.D.P. I*/16-8, *Public* (*Rural Development Projects*), *dated* 16*th April* 1956.

Copies of the letters cited are communicated for information and guidance.

ENCLOSURES.

(1)

LETTER FROM THE DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA, COMMUNITY PROJECTS ADMINISTRATION, NEW DELHI, TO THE DEVELOPMENT COMMISSIONERS OF ALL STATE GOVERNMENTS, DATED 23RD JANUARY 1956, No. CPA|1 (2) P|56.

[Community Development and National Extension Service Programme.]

According to the procedure generally followed in several States, although the staff is posted in new National Extension Service Blocks at the time they are inaugurated, considerable time is spent in completing the various preliminaries, viz., surveys, formulation of programme and budget estimates, constitution of Block Advisory Committees, etc., before actual development work is started. During this interval, which on an average extends from three to four months, the project staff, it is felt, is not employed fully on useful work. As the people's participation is an essential component of the development programme, this period could appropriately be utilized by the staff in establishing contacts with the village people and arousing their interest in development in order to ensure their prompt response immediately after the programme is taken up. The following suggestions are offered in this regard for the consideration of State Governments:—

(1) During the first two or three months after the inauguration of the block, it would be desirable to get the people fully acquainted with basic features of the programme.

(2) The block staff should organize at least one mela during the aforesaid period. The mela should be utilized for the purpose of demonstrating visually the different phases of the programme. The occasion should also be utilized

for organizing informally discussions in the evenings. In the course of these discussions, the block staff with the assistance of such peripatetic staff as the Development Commissioner may be able to make available for the purpose, should explain to the people the manner in which the programme would be drawn up and implemented. Particular stress should be placed on the people's part both in the planning and the implementation of the programme.

(3) The first major activity of a physical nature undertaken in the blocks should be such as to make it possible for large numbers of people physically to participate in the programme. The particular job selected should have popular appeal, e.g., roads, irrigation, tanks and bunds, etc. The items will naturally vary according to the locality.

2. In this connexion, it may be mentioned that in Orissa, the block staff are engaged right from the very beginning in such welfare activities like drinking water wells, village link roads, etc., which evoke spontaneous response from the people. A list of items constituting an interim programme which is taken up in advance of the approval of the full programme in that State, is enclosed for consideration of similar action in your State.

The action being taken or proposed to be taken by you may kindly be intimated to this Administration in due course.

COMMUNITY DEVELOPMENT AND THE NATIONAL EXTENSION SERVICE, GOVERNMENT OF ORISSA.

Interim programme which can be taken up in advance approval of the full programme.

Items of work which can be included in the interim programme. (1)	*Unit cost.* (2)	*Total extent to which expenditure can be incurred.* (3)
	RS.	RS.
1 Surface wells	Rs. 400 (Government Grant only) ..	4,000
2 Renovation of tanks ..	Rs. 500 (Government Grant only) ..	3,000
3 Renovation of surface wells.	Rs. 100 (Government Grant only) ..	1,000
4 Culverts on village roads.	According to estimate in each case.	5,000
5 Adult literacy centres..	Rs. 15 per month per centre.. ..	900 (Six months for a maximum of ten centres.)
6 Agricultural extension activities miscellaneous expenditure.	....	500
7 Grants-in-aid for schools, hospitals, etc.	Not exceeding Rs. 500 in each case.	5,000

(2)

LETTER FROM THE UNDER SECRETARY TO THE GOVERNMENT OF INDIA, COMMUNITY PROJECTS ADMINISTRATION, NEW DELHI, TO THE ADDITIONAL SECRETARY TO THE GOVERNMENT OF MADRAS, PUBLIC (RURAL DEVELOPMENT PROJECTS) DEPARTMENT, DATED 23RD APRIL 1956, No. CPA|1 (2)|P|56.

[Community Development and National Extension Service Programme—Execution of works pending finalization of programme.]

The position is that the instructions relating to the interim programme, communicated in this Administration letter No. CPA|(1) (2)|P|56, dated January 23, 1956, apply to the period after the blocks are inaugurated and until the programme and budget estimates of the blocks are finalized. The new blocks allotted vide this Administration letter No. CPA|8 (31)|P|55, dated January 6, 1956, are to be inaugurated on 1st April 1956. During the interval between the allotment of the blocks and their inauguration, only preliminary work, e.g., survey, etc., involving a total expenditure of Rs. 10,000 need be undertaken. The question of interim programme in respect of these blocks does not therefore, arise before the 1st April 1956. It is hoped that the position will now be clear to you

(66)

G.O. Ms. No. 1457, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 24TH APRIL 1956.

[Community Projects and National Extension Service—National Savings Scheme—Co-operation by the staff of projects and blocks.]

READ—the following paper :—

Demi-official from the Deputy Regional National Savings Officer, dated 28th December 1955, No. 974/55-A-1.

Order—No. 1457, *Public (Rural Development Projects), dated 24th April* 1956.

The Deputy Regional Savings Officer, Madras, has offered some suggestions for the spread of the Small Savings Scheme in the Community Projects and National Extension Service areas and Blocks with the mutual co-operation of the staff of the two Departments. After careful consideration of the suggestions the following orders are issued for the guidance of the officers and staff :—

(1) Instructions on " Small Savings Schemes and their role in the development of the country ", may be given in the Extension training centres for Grama Sevaks and Grama Sevikas. Necessary literature may be furnished to the principals of the centres by the Deputy Regional National Savings Officer and the District Organisers of the scheme who may arrange to give talks to the trainees in consultation with the Principals.

(2) The Social Education Organisers and the Grama Sevaks may spread the Small Savings Scheme and also form village savings groups. The procedure to be adopted will be intimated to the Project Executive Officers and Block Development Officers by the Deputy Regional National Savings Officer.

(3) The Social Education Organisers and Grama Sevaks should include in their diaries and periodical progress reports the work done in connection with the Small Savings Scheme. The Project Executive Officers and Block Development Officers may in their turn furnish the information in the progress reports relating to their areas and blocks about the activities undertaken in respect of the scheme.

(4) The Project Executive Officers and Block Development Officers may take the District Organisers of the scheme with them in their jeeps while visiting villages and arrange for propaganda regarding the Small Savings Scheme whenever possible without detriment to the work connected with the Community Development Programme.

(5) The Project Executive Officers and Block Development Officers may arrange to exhibit the films on the small Savings Schemes. The National Savings Department should arrange to supply the films.

(6) While the block staff will help in the publicity and propaganda the actual sales will be left to National Savings Department and their authorised agents.

(7) If suitable materials are furnished by the National Savings Department, they may be utilised by the Project Executive Officers and Block Development Officers in connection with the dramas and entertainments arranged by them.

(67)

MEMORANDUM No. 51541-RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 27TH APRIL 1956.

[Community Development Programme—Monthly letter of Sri S. K. Dey, Administrator—Extracts—Communicated.]

[*Reference.*—From Sri S. K. Dey, dated 31st March 1956, Serial No. 3/56.]

Extracts from the letter cited are communicated to the Collectors (except Madras), Block Development Officers and Project Executive Officers for information and necessary action.

ENCLOSURE.

EXTRACT OF LETTER FROM SRI S. K. DEY, DATED 31ST MARCH 1956, SERIAL No. 3|56.

* * * * *

6. *Study Circle for block staff.*—Both Community Project Area at the Centre and the Organizations in the States have been producing and pushing out enormous volumes of literature on all aspects of the Programme. But production of knowedge, howsoever palatable, is one matter and its consumption by others for whom this is meant is another. I have seen in the Ramakrishna Mission the inmates of the Ashram getting together every evening and more fully on a particular evening in a week reading and discussing together on common subjects of study. Could we not do this for our Block staff as also for staff at the District and State levels? I am advocating nothing other than the practice the validity of which we never question in the church, the mosque or the temple where we meet for a common congregation. The Government staff to-day is engaged in a no lesser sacrament. The method, therefore, will have to be identical, if the past is to be any guide to the future.

If we can begin this practice in right earnest, it is but inevitable that the practice will spread to other areas also. We saw the beginning of this in a Seminar of Members of Parliament which was organized some time ago in Delhi. May be we shall also soon have the opportunity of participating in study circles for parliamentarians and Legislators in the States. But couldn't we begin ourselves say at the Block level?

* * * * *

8. *Village school—The nerve centre of Village Culture.*—There is great demand universally for Community Centres in the villages. Community centres cannot be housed in a building alone. The centre is where the community is. If there is a community in the village which is totally free from the poison of caste, creed and political rivalries, it is the community of school children. Is it not logical then that we should aim to make the village school the Community Centre and try to build it up both physically and morally to be representative of the morality, the culture and the wealth of the village? Such a development will bring about an immediate change in our whole outlook to the village school and we may find that sooner than we are now ready to believe we shall have established a village stage, a village garden, a village nursery and a village playground and many other features besides adjoining the school to which the young and old alike can join in a common festival of Holi.

Here again, Community Project Area is working out a new scheme whereby village teachers, numbering about 70,000 during the Second Plan, can be trained for the new dispensation the resources for the training begin provided mostly by the Centre the other side of the resources, namely, land and the activities associated with the new Community Centre, being left to the initiative of the village people themselves.

9. *Syncronized Promotion of Seasonal Activities.*—These are the days of slogans. Slogans appear to have a readier acceptance. I, therefore, have chosen relunctantly to add one more to the long list.

This country through its long history of trials and errors in community life, evolved certain patterns according to which certain matters of importance in the village, especially the ones relating to production and sanitation both of which are intimately related to the life of the inmates of the village were taken care of symbolically as community festivals in particular seasons. Could we not phase the various facets of the programme according to the seasons? Believe me, if this programme is promising to take root at a fast growing pace, it is because we have unwittingly fitted it into the emotional lift of our village people. Would it not help if we went a little farther along the line and fitted the programme seasonally instead of attempting all facets of the programme at one time which at any rate is a physical impossibility?

* * * * *

16. *Why the double standards.*—While we talk of amenities in urban areas we never fail to think on the style of Franklin Roosevelt. When however we think of the villages our standard immediately sinks to that of the "Panwala" in the slums. What may happen in the future, it is certainly difficult to predict. But one thing seems fairly certain that if democracy is to survive the 80 per cent of India which groans in the rural areas will refuse to maintain the capitals of India in their ivory towel corpulence unless a select few are to establish a repetition of the old subterfuge in a newer feudal form. From all indications time seems to be moving in the opposite direction. Therefore, it is just wisdom to see the "Writing on the wall" and remould our thinking and actions accordingly.

Those, who are engaged in this basic programme are fully abreast of what I am trying to convey. If I am repeating this platitude it is because there are others who seem to be still hugging the illusion of a world which is no more. Our programme of social education therefore has to include the "Writing on the wall" as an integral feature of the new curriculum.

17. *Banyan—The Patriarch in the village.*—I believe I had talked about this once or more in the past. The new community centres we are opening out in the villages, in some instances with considerable subsidies from Government, do not hold out a happy prospect for the future. A well constructed "Chabutra" around the village banyan is the outdoor counterpart of the indoor community centre in the village school. With the enforced curtailment of our budget in the future, a separate community centre will prove to be a luxury which we can ill-afford. Our workers should begin necessarily to think in terms of the Community Centres furnished by nature which are aching for use.

(68)

G.O. Ms. No. 1661, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH MAY 1956.

[Community Development—Community Projects and Development Blocks—Inspection by Assistant Development Commissioner—Instructions—Isused.]

READ—the following paper :—

From the Assistant Development Commissioner, dated 11th January 1956, No. Nil.

Order—No. 1661, *Public (Rural Development Projects), dated 10th May* 1956.

In his letter cited, the Assistant Development Commissioner, Coimbatore, has requested that a copy of the inspection reports of

the Block Development Offices and the Project Executive Offices (within his jurisdiction) by Revenue Divisional Officers or Collectors as well the inspection notes and audit reports of the Internal Audit Parties (of the Public Rural Development Project Department) and of the Accountant General's Audit Party may be sent to him with a view to enable him to watch whether the defects pointed out and/or the instructions tendered by the inspecting officers or parties have been rectified and/or carried out.

2. The Government have had the matter examined. In this connection, it is observed that there has been duplication of inspection of the offices of the Project Executive Officers and Block Development Officers in respect of administration as well as accounts side. The Collectors' or the Revenue Divisional Officers' inspection of the offices covers the office administration and includes scrutiny of all registers while the inspection, by the Internal Audit Party and by the Accountant-General's (Outside Audit Department) Audit Party disposes of the entire accounts side. With a view to avoid duplication of work and in the interests of saving much valuable time, the Government consider that it would be sufficient if the Assistant Development Commissioners confine their inspection to the actual achievements in the field work of the Project Executive Officers and Block Development Officers and their staff. The Assistant Development Commissioners are requested to take action accordingly.

3. The Collectors and other inspecting officers including Audit Officers, are, however requested to send copies of their inspection notes and reports of all the Block Offices to the concerned Assistant Development Commissioners for information. The Assistant Development Commissioners need not watch the reply to the various objections raised in the reports and notes, as the inspecting officers in each case will follow up their notes in detail.

(69)

G.O. Ms. No. 2067, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 11TH JUNE 1956.

[Community Development Programmes—Implementation of—Drawal of advances by Collectors—Powers—Delegated.]

In the implementation of the Community Development Programmes very often necessity for drawal of advances by Block Development Officers or Project Executive Officers, arises. For example, advances have to be drawn for organizing exhibitions, etc., and visits of village leaders to research stations, which are included in the comprehensive social education programme. Advance remittances have to be made for purchase of exotic varieties of rams and cockerels, bulls, iron, steel and cement.

2. There will be considerable delay if the Government have to be addressed in each case for drawal of necessary advances. It is essential that Community Development Programmes should be

implemented without any avoidable delay. Therefore Government permit the Collectors of the districts to sanction drawal of advances for implementation of schemes within the approved programme. The Collectors should satisfy themselves regarding the necessity for the advance in each case. The advances so sanctioned should be adjusted by detailed bills and vouchers as soon as the transaction for which the advance was drawn is over.

(70)

MEMORANDUM No. 95200-RDP-I/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 9TH AUGUST 1956.

[Community Development and National Extension Service programme—Crop estimation surveys—Instructions—Issued.]

Extract of the recommendations and conclusions of the Fifth Development Commissioners' Conference held at Nainital in May 1956, on the above subject is communicated to all Collectors, Project Executive Officers and Block Development Officers for information and necessary action.

ENCLOSURE.

EXTRACT FROM THE MAIN RECOMMENDATIONS AND CONCLUSIONS OF FIFTH DEVELOPMENT COMMISSIONERS' CONFERENCE HELD AT NAINITAL IN 5TH TO 7TH MAY 1956.

* * * * * *

(c) *Sample surveys.*—Regarding crop estimation surveys in the Community Project, Community Development and National Extension Service areas, it was recommended that—

(i) The Development Commissioners should issue immediate directives to the Block Development Officers suggesting that they and the village level workers should take an active interest in the work and assist the National Sample Survey staff in every possible way while crop-cutting experiments are conducted in the project areas.

* * * * * *

(iii) the actual weighment of produce should be conducted by the village level workers in the presence of a group of cultivators and, if possible, a few members of the local panchayat so as to ensure proper assessment of results.

(71)

MEMORANDUM No. 96196-RDP-XI/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND AUGUST 1956.

[Community Development and National Extension Service Schemes —Inspection tour of Joint Development Commissioner—Arrangements to be made by Block Development Officers—Instructions.]

The following instructions are issued for the information and guidance of Block Development Officers in connexion with the tour of the Joint Development Commissioner in their respective blocks :—

Immediately on his arrival the Joint Development Commissioner will have an informal discussion with the Block Development Officers, Extension Officers, etc., of the block. In the afternoon of the day of his arrival, the Block Development Officer should arrange for his visit to a limited area in the block, where special activities are going on which may be of interest to other areas also

or where any special problems particularly in respect of village industries have occurred. A non-stop flight throughout the area should not be arranged. The duration of the time for visiting villages need not exceed four hours. On the next morning a staff meeting should be arranged in the Block Development Officer's office. This meeting will be for the specific purpose of considering all items of work that have been done and have been programmed for the future. Any difficulties met with should be raised at that meeting for discussion by everybody working in the block. On the same afternoon, there should be a meeting of public men, such as presidents of panchayat boards, office-bearers of co-operative societies, etc., in the area. The Block Development Officer should endeavour to get at least one representative from each of the villages The Revenue Divisional Officer in whose division the block lies should also be invited to attend this meeting. The member of the Block Advisory Committee in the area should also be invited. The purpose of this meeting is *inter alia* to discuss questions of public response and public co-operation.

2. On the next day, the Block Development Officer should explain with facts and figures tabulated properly, the nature of the work that has been done so far in each of the villages included in the block. It is very often found that work is concentrated in certain easy villages, while villages giving rise to problems and difficulties are ignored. The Block Development Officers should, therefore, clearly assort the information relating to each village on the works carried out, amounts spent, etc., to show whether all the villages are getting the benefit of the scheme or whether there are any difficulties in tackling certain villages and seek to remedy the difficulties, if any.

3. Having the above instructions in view the Block Development Officers should invariably arrange a detailed programme during every visit of the Joint Development Commissioner to their respective blocks.

(72)

G.O. Ms. No. 2987, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 7TH SEPTEMBER 1956.

[Community Development Programme—Court Fees and Suits Valuation Act, 1955—Fees on petitions presented to Block Development Officers—Levy of—Instructions issued.]

READ—the following papers :—

Reference from the Board of Revenue, dated 7th February 1956. No. L. 3922/55-2,

From the Collector of Tanjore, dated 31st March 1956, R.C. No. 22475/55-G-2.

G.O. Ms. No. 2248, Home, dated 7th August 1956.

Order—No. 2987, *Public (Rural Development Projects), dated 7th September* 1956.

The Collector of Tanjore, in his reference cited, has requested orders of Government whether the following kinds of applications

and petitions presented to the Block Development Officers are liable for court-fees as required under the Madras Court Fees and Suits Valuation Act, 1955 :—

(1) Applications for grant of loans (Takkavi and under Rural Housing Scheme).

(2) Applications by students, or candiates appearing for selection of appointments in the Railway Service, Postal Service and Madras Public Service Commission for attestation of true copies of testimonials and the like, etc.

2. The Government after careful examination of the question pass the following orders :—

Item (1) *above.*—The Government consider that as the request for the grant of loan is in the nature of an application for the benefit of the petitioner, it cannot be said to be in the general public interest and that the procedure adopted generally in the case of applications for takkavi loans should be followed for the levy of court-fees in respect of petitioners under this item.

Item (2) *above.*—The applications referred to under this item are not liable to be charged with court-fee as they do not involve the exercise of either statutory or executive power by the authority to whom they are addressed.

* * * * * *

(73)

MEMORANDUM No. 104800-RDP-1/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 26TH SEPTEMBER 1956.

[Community Development Programme—Community Projects and Community Development Blocks of 1952–53 and 1953–54 series respectively—Completion of period of operation—Future arrangements—Instructions.]

[*Reference.*—From the Accountant-General, Madras, dated 27th August 1956, No. DA. 8/CP. G1. 22/216.]

In his letter cited, the Accountant-General has raised a number of points relating to the arrangements to be made in respect of the four Community Projects and four Community Development Blocks

set up in 1952–53 and 1953–54, respectively, which will be completing their period of operation on 30th September 1956. He is informed as follows :—

Points raised by the Accountant-General.	*Instructions of Government.*
1. Whether the Projects and Block Offices will be closed down on 30th September 1956.	Though the project period of the four Community Projects will come to an end on 30th September 1956, a nucleus project staff will be sanctioned to continue till the end of 28th February 1957 for carrying on to completion the unfinished works. The Projects will also be broken into reverted National Extension Service blocks and separate funds provided for simultaneously keeping up the tempo of the programme in these areas. The four Community Development blocks will revert as National Extension Service blocks intact and all transactions relating to the 'former' Community Development blocks will be attended to by the staff to be sanctioned for the reverted National Extension Service blocks.
2. If so, the arrangements that will be made to attend to the following residuary items of incomplete work after 30th September 1956—	
(*a*) Expenditure for works done, services rendered and other liabilities incurred on or before 30th September 1956, but not paid for.	(*a*) The transactions will continue to be attended to by a nucleus Project staff to be specified in the case of the community projects and the staff in the reverted National Extension Service Blocks in the 'former' Community Development Blocks.
(*b*) Correspondence on miscellaneous matters with audit office and other officers, pending finalization.	(*b*) Vide instructions against (*a*) above.
(*c*) Settlement of audit objections outstanding as on 30th September 1956.	(*c*) Vide instructions against 2 (*a*) above.
3. Whether the posts of Project Executive Officers and Block Development Officers will be abolished on 30th September 1956 and if so, the agency that will attend to the residuary work and also make payments for expenditure incurred.	3. Vide instructions against item (1) above. The Project Executive Officers will be continued up to 28th February 1957. The Block Development Officers will continue in the reverted National Extension Service Blocks.
4. Whether the expenditure may be continued to be debited to "63. B., etc." pending finalization of accounts.	4. The answer is in the affirmative.
5. Instructions regarding classification of expenditure incurred on works already commenced but not completed on 30th September 1956.	5. Works taken up as part of the Project or Community Development Block programme will be completed and paid for as such. The expenditure will be classified as under item (4) above.

Points raised by the Accountant-General.	*Instructions of Government.*
6. Whether any works will be left incomplete after 30th September 1956.	6. There will be a few incomplete works on 30th September 1956. The expenditure on these will be debited to the project funds as expenditure on the projects can be incurred up to 31st March 1957. The accounting of these will be attended to by the nucleus project staff.
7. Instructions regarding the continuance or otherwise of the Government industrial schemes such as the Wardha Ghani scheme, Khadi scheme, cottage industry units, etc.	7. Necessary instructions will be issued separately.

(74)

MEMORANDUM No. 116609-RDP-1/56, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH SEPTEMBER 1956.

[Community Development Programme—Community Development Blocks set up in 1953–54—Reversion as National Extension Service Blocks for post-intensive development from 1st October 1956—Instructions.]

[*Reference.*—From the Collector of Chingleput district, dated 25th September 1956, R.C. No. 32232/56-V-1.]

The attention of the Collector of Chingleput is invited to the orders issued in G.O. Ms. No. 3229, Public, dated 27th September 1956, reverting *inter alia* the Tirukkalikundram Community Development Block into a National Extension Service Block for post-intensive development with effect from 1st October 1956. He is informed that the staff at present employed in the Community Development Block should be absorbed against the appropriate posts sanctioned for the reverted National Extension Service Blocks. He is also informed that orders sanctioning provision of funds for expenditure in a reverted National Extension Service Block are under issue separately.

2. The Collector is further informed that such of the staff now working in the Community Development Block as will not fit in in the reverted National Extension Service Block, viz.—

(1) Additional Engineering Supervisor ...	1
(2) Health Inspector	1
(3) Health Visitor	1
(4) Maternity Assistant	5
(5) Veterinary Assistant Surgeon attached to Artificial Insemination Centre	1
(6) Livestock Inspectors	2
(7) Laboratory Attendants	1
(8) Flockman	1
(9) Fieldman	1

(10) Demonstration Maistris	4
(11) Women Medical Officer	1
(12) Watchman	1

should be reverted to their parent departments under intimation to the departmental officials and the Heads of Departments concerned so as to enable them to obtain the orders of the Government in the appropriate administrative departments for their continuance from 1st October 1956. Orders for the continuance of the Cinema Operator will issue separately in this department.

3. As regards the staff employed in connection with the improvement of Cottage Industries, the Collector is informed that these officers except as otherwise stated below should be borne on the establishment of the Industries Department of the State Government as and from 1st October 1956, but should be attached to the National Extension Service Block. The Government in the Industries, Labour and Co-operation (Special) Department will take necessary action for meeting the expenditure on this staff in accordance with the recommendation of the Fifth Development Commissioners' Conference.

4. Industrial staff sanctioned for specific Cottage Industries Schemes financed from the Community Project Budget should be treated as 'charged' to those schemes and the expenditure on their pay and allowances should be met from the money sanctioned for such schemes. Such schemes should in all cases be completed before 31st March 1957.

5. Instructions regarding the continuance of the Spinning Organiser and Khadi Instructor will issue separately.

(75)

G.O. Ms. No. 3241, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH SEPTEMBER 1956.

[Community Development Programme—Community Projects and Community Development Blocks of 1952–53 and 1953–54 series —Reversion as National Extension Service Blocks after completion of period of operation—Provision for local works and Social Education—Instructions—Issued.]

READ—the following papers :—

G.O. Ms. No. 3229, Public, dated 27th September 1956.

Letter from the Community Projects Administration, dated 26th July 1956, No. CPA/13 (18)/P/56.

Order—No. 3241, *Public (Rural Development Projects), dated 28th September* 1956.

In the Government Order read above, instructions have been issued reverting the four Community Projects and the four Community Development Blocks set up in the years 1952–53 and 1953–54 respectively into National Extension Service Blocks as indicated in Annexure I to that Order. In order to assist in keeping up the tempo of work in the reverted National Extension Service Blocks,

the Government direct that a provision be made to incur an additional sum of Rs. 30,000 (rupees thirty thousand only) per annum per block for a period of three years for expenditure as follows :—

		RS.
(1) Local works	... ...	25,000
(2) Social Education	...	5,000

2. The provision of Rs. 25,000 referred to in paragraph 1 above should, as a rule, be utilised through the agency of panchayats and other local bodies. No part of the provision should be spent through the departmental agency. Where, however, owing to the absence or ineffectiveness of the panchayats, it is considered necessary to utilise the funds through the agency of *ad hoc* bodies, the specific instructions of the Block Advisory Committee should be taken in regard to the allocation of grants-in-aid to these bodies for actual execution of works.

3. In respect of all works executed from the provision of rupees 25,000, the scale of voluntary contribution from the people for each item of work should be as follows :—

For the first year, i.e., 1956–57.	Two-thirds of the total cost should be contributed by the people by way of cash, labour and materials, and Government's contribution will be restricted to one-third of the total cost.
For the second and third years, i.e., 1957–58 and 1958–59.	The scale of people's contribution will be three-fourths of the total cost and Government's contribution will be restricted to o e-fourth.

4. The provision should be utilised on non-recurring items of expenditure falling under heads ' Rural Health and Sanitation ' and ' Communications ' and, where absolutely necessary for special reasons, " Education " also. Having regard to the small amount of the grant, the Government direct that the expenditure on any one item of work referred to above should not exceed, Rs. 1,000 (rupees one thousand) only.

5. Detailed instructions regarding the procedure for execution of such works will be issued separately.

6. As regards the provision of Rs. 5,000 set apart for expenditure on ' Social Education Programme ', the Collectors are informed that the entire provision should be utilised on recurring items of expenditure only. No part thereof should be used for putting up buildings or purchase of expensive equipment. In framing proposals for the execution of works under this head, the instructions issued in G.O. Ms. No. 1325, Public, dated 21st April 1955, should be followed.

7. In the execution of the works and schemes referred to in the foregoing paragraphs preference should be given to the villages which have not so far benefited from the Community Development Programme. In the actual utilisation of this grant, the maximum stress should be on *utility*.

8. The Collectors are requested to formulate detailed programmes of work for each of the reverted National Extension Service Blocks in accordance with the above instructions, place them before the Block Advisory Committees concerned for approval and submit copies thereof to Government in triplicate, for information. A copy each of the programme of work will be forwarded by the Government to the Community Projects Administration, for information and comments, if any.

9. The expenditure on 'Local Works' and 'Social Education' should be debited to "63. B. Community Development Project, National Extension Service and Local Development Works—(ii) National Extension Service."

The period of first, second and third year (1956–57, 1957–58 and 1958-59) occurring in paragraph 3 of the G.O. first cited, should each be reckoned as 12 months from 1st October 1956, the date of reversion of the blocks for post-intensive development.

[Memo. No. 477-RDP-I/57-1, Public (Rural Development Projects), dated the 19th January 1957.]

(76)

G.O. No. 3282, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH OCTOBER 1956.

[Community Development and National Extension Service Blocks set up or converted on 1st April 1956 and after—Revised budgets—Communicated.]

READ—the following paper :—

Letter from the Community Projects Administration, dated 10th July 1956, No. CPA/13 (18)/P/56.

Order—No. 3282, *Public (Rural Development Projects), dated* 4th *October* 1956.

The Community Projects Administration has revised the budget provision for a Community Development Block to Rs. 12 lakhs (twelve lakhs) and for a National Extension Service Block to Rs. 4 lakhs (four lakhs) as shown respectively in Annexures I and II to this order. The period of operation of the block will continue to be three years. This revised budget will apply to the eleven National Extension Service Blocks converted into Community Development Blocks in G.O. Ms. No. 835, Public, dated 2nd March 1956, the four National Extension Service Blocks sanctioned in G.O. Ms. No. 185, Public, dated 18th January 1956 and all the Blocks to be set up or converted in future.

2. The following points should be observed in preparing the plans and estimates for Community Development and National Extension Service Blocks on the basis of the revised budgets :—

(*a*) *Community Development Blocks.*—(i) The orders issued in Memorandum No. 4100, Public (RDP-1)/56-1, dated 3rd May 1956 laying down the principles for determining the amount available for a Community Development (National Extension Service

Converted) Block will have to be followed in this case subject to the condition that the deductions on account of the expenditure on personnel should be subject to a ceiling of Rs. 33,330 per year. Thus, the amount to be actually deducted for each block will have to be worked out in proportion to the period during which the block has functioned as a National Extension Service Block prior to conversion.

(ii) The provision for 'other than loan' under the heads 'Irrigation' and 'Reclamation' in the Schematic Budget for a Community Development Block (Annexure I) is intended to provide for subsidy on private irrigation works in accordance with the instructions issued in G.O. Ms. No. 3339, Public, dated 3rd November 1955. This subsidy will be confined to the new blocks which work with the revised budget.

(b) *National Extension Service Block.*—The estimated cost for a National Extension Service Block is given in Appendix II to this order.

(i) Under the revised budget the expenditure on buildings for office and stores for each National Extension Service Block should be limited to Rs. 25,000 (Rupees twenty-five thousands only) instead of Rs. 30,000 mentioned in G.O. Ms. No. 2036, Public, dated 28th June 1955. The revision of the type designs to confine to the reduced ceiling is under consideration and orders will issue separately.

(ii) *Animal Husbandry and Agricultural Extension and Rural Arts, Crafts and Industries.*—In the revised budget no provision has been made under these heads. Therefore, sanctions under these heads will be taken up as a part of the State Plan by the concerned departments. However, the Collectors are informed that National Extension Service funds may also be utilized, in addition as laid down in G.O. Ms. No. 358, Public, dated 31st January 1956 read with G.O. Ms. No. 2097, Public, dated 6th July 1955 in regard to payment of Grants-in-aid.

(iii) *Irrigation and Reclamation.*—The orders issued in G.O. Ms. No. 3641, Public, dated 30th November 1955 and G.O. Ms. No. 541, Public, dated 13th February 1956 permitting diversion of funds from Minor Irrigation loans for payments of loans for cottage industries and rural housing will not apply to the new blocks with the revised budget.

The provision for 'other than loans' under the heads 'Irrigation' and 'Reclamation' in the Schematic Budget (Annexure II) is intended to provide for subsidy on private irrigation works in accordance with the instructions issued in G.O. Ms. No. 3339, Public, dated 3rd November 1955. The subsidy will be available only in the new blocks working with the revised budget.

(iv) *Loan for short-term credit facilities.*—A sum of Rs. 3 lakhs will be made available by the State Government from their own resources as hitherto.

3. *General.*—The Collectors and Block Development Officers are informed that the ceilings indicated against each head in the model budgets excepting that under "Project or Block Headquarters" are not unalterable and that, based on actual requirements, diversion from one scheme head another is permissible with the prior approval of the Government.

They are also informed that the provision made for recurring expenditure under the head "Project or Block Headquarters" should not on any account be diverted for expenditure under any other head.

ANNEXURE I.

Estimated Government expenditure on a Community Development Block (Basic type) for a period of three years.

(This budget is only intended as a guide and is to be adjusted according to local conditions under the powers delegated in State Governments.)

(FIGURES IN LAKHS OF RUPEES.)

Heads.	*Total.*	*Rupee.*	*Dollar.*	*Recurring.*	*Non-recurring.*	*Loan.*	*Other than, loan.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
I. Block Headquarters—							
(a) Personal	2·00	2·00	..	2·00	..	..	2·00
(b) Transport (3 jeeps) *	0·45	0·21	0·24	..	0·45	..	0·45
(c) Office equipment, furniture, etc.	0·15	0·15	..	..	0·15	..	0·15
(d) Project office, seeds store, Information Centre, etc.	0·25	0·25	..	..	0·25	..	0·25
Total ..	2·85	2·61	0·24	2·00	0·85	..	2·85
II. Animal Husbandry and Agricultural Extension—Demonstration equipment.	0·10	0·07	0·03	..	0·10	..	0·10
III. Irrigation .. .. } IV. Reclamation (including soil conservation, contour bunding, etc.) }	4·00	4·00	..	..	4·00	† 3·50	0·50

V. Health and Rural Sanitation—							
1 (a) Dispensary-recurring expenditure ..	0·20	0·20	..	0·20	..	..	0·20
(b) Dispensary building	0·10	0·10	..	..	0·10	..	0·10
(c) Dispensary equipment	0·10	0·10	..	..	0·10	..	0·10
2 Drinking water-supply	0·50	0·50	..	..	0·50	..	0·50
3 Drainage and sanitation	0·25	0·25	..	..	0·25	..	0·25
Total ..	1·15	1·15	..	0·20	0·95	..	1·15
VI. Education	0·70	0·70	..	0·20	0·50	..	0·70
VII. Social Education (including audio-visual aids and women, youth and children's programmes).	0·70	0·54	0·16	0·40	0·30	..	0·70
VIII. Communications	1·00	1·00	..	..	1·00	..	1·00
IX. Rural arts, crafts and industries	0·50	0·50	..	0·25	0·25	..	0·50
X. Housing for project staff and rural housing ..	1·00	1·00	..	..	1·00	1·00	..
Grand total ..	12·00	11·57	0·43	3·05	8·95	4·50	7·50

* This includes the cost of one jeep procured in advance for a National Extension Service Block, which will be finally adjusted after the National Extension Service Block has been converted into Community Development Block.

† Includes provision for rural electrification or any other self-financing scheme connected with agriculture.

(RUPEES IN LAKHS.)

Analysis of cost—

(i) Cost of one Community Development Block .. .. 12·00

(ii) Share of Centre: 75 per cent of non-recurring, non-loan expenditure, 50 per cent of recurring expenditure plus Rs. 4·50 lakhs loan. 9·36

(iii) Share of State Government .. .. 2·64

ANNEXURE II.

Estimated Government expenditure on a National Extension Service Block for a period of three years.

(This budget is only intended as a guide and is to be adjusted according to local conditions under the powers delegated in State Governments.)

(FIGURES IN LAKHS OF RUPEES).

Heads.	*Total.*	*Recurring.*	*Non-recurring.*	*Loan.*	*Other than loan.*
(1)	(2)	(3)	(4)	(5)	(6)
I. Block Headquarters—					
(a) Personnel	1·00	1·00	..	..	1·00
(b) Transport * equipment, furniture, etc.	0·10	..	0·10	..	0·10
(c) Project office, seeds store, Information Centre, etc.	0·25	..	0·25	..	0·25
II. Animal Husbandry and Agricultural Extension. †	..	..	..	..	..
III. Irrigation.. .. .. IV. Reclamation	0·75 ‡	..	0·75	0·60	0·15
V. Health and rural sanitation.	0·40	0·10	0·30	..	0·40
VI. Education	0·40	0·10	0·30	..	0·40
VII. Social Education ..	0·20	0·20	..	..	0·20
VIII. Communications ..	0·30	..	0·30	..	0·30
IX. Rural arts, crafts and industries.†	..	..	..	..	..
X. Housing for Project staff and rural housing.	0·60	..	0·60	0·60	..
Total ..	4·00	1·40	2·60	1·20	2·80

* Cost of a jeep procured in advance will be adjusted after a National Extension Service Block has been converted into Community Development Block. Till then the cost will be shown in Suspense Account.

† Funds required in respect of schemes under heads II and IX are to be obtained from the respective departmental budgets provided for in the Second Five-Year Plan.

‡ In National Extension Service Blocks where there is scope for irrigation, State Governments have discretion to increase the provision under the head 'Irrigation' to Rs. 1·00 lakh by effecting cuts in other heads of the programme.

Analysis of cost—

	(RUPEES IN LAKHS.)
Cost of one National Extension Service Block	4·00
Share of Centre: 75 per cent of non-recurring, non-loan expenditure, 50 per cent of recurring expenditure plus Rs. 1·20 lakh loan.	2·95
Share of State Government	1·05
Short-term loans to agriculturists provided through reserve Bank of India, Co-operative Societies and State Government, not included in the Block budget.	3·00

(77)

G.O. Ms. No. 3506, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH OCTOBER 1956.

[Community Development Programme—Community Projects and Community Development areas—Grama Seva Sangham—Registration at concessional rates—Orders issued.]

READ—the following papers :—

Memorandum No. 81415-RDP-I/54-2, dated 22nd September 1954 (copy enclosed).

From the Collector of South Kanara, dated the 3rd August 1956, No. M. 2-17812/56 (copy enclosed).

Order—No. 3506, *Public (Rural Development Projects), dated* 16*th October* 1956.

The Inspector-General of Registration is informed that the instructions issued in the memorandum first read above applies to the Grama Seva Sanghams constituted in the areas comprising Community Development Blocks and Community Projects also.

ENCLOSURES.

Memorandum No. 81415-*RDP-I*|54-2, *Public (Rural Development Projects), dated 22nd September* 1954.

[National Extension Service—Execution of works—Entrustment to Grama Seva Sanghams—Instructions.]

[*Reference.*—From the Collector of Tiruchirappalli, dated 12th June 1954, R.C. No. 9|18619|54.]

The Collector of Tiruchirappalli is informed that Gramaseva Sanghams should be constituted for each Revenue village or for a convenient group of Revenue villages in the selected blocks to mobilise non-official support and initiative for working the National Extension Service. The constitution and pattern of these Gramaseva Sanghams should follow the instructions issued by the Government in G.O. Ms. No. 858, Firka Development, dated 8th December 1948. If these Sangams have the capacity to execute the work it should be entrusted to them to the exclusion of profit-earning agencies. In order that these Gramaseva Sanghams may have legal status and to ensure that they are made responsible for laches, delay and loss, these Gramaseva Sangams should be required to get themselves registered under the Societies Registration Act, 1860, on payment of a nominal fee of Rs. 5 as ordered in G.O. Ms. No. 82, Rural Welfare, dated 25th January 1952.

2. A copy of Memorandum No. 19828, Agriculture (C.P.)|53-3, dated 10th December 1953, is communicated to the Collector of Tiruchirappalli as requested in paragraph 3 of his letter cited, and he is informed that the form of agreement enclosed to that memorandum adopted for execution of works under the National Extension Service is under revision. Pending revised orders, this agreement form may be reneoed and used for immediate purposes. His attention is once again invited to the instructions given by the Accountant-General, Madras, in O.A. No. 27|92|53-54|592, dated 2nd January 1954, communicated to him with Government Memorandum No. 69595-D-VIII|54-1, Agriculture, dated 27th May 1954.

ENCLOSURE.

Letter from the Collector of South Kanara to the Secretary to Government, Public (Rural Development Projects) Department, dated 3rd August 1956, Ref. No. M-2-17818-56.

[Community Development Programme—Community Project, Community Development and National Extension Service areas—Gramaseva Sangham—Registration at concessional rates.]

[*Reference.*—G.O. Ms. No. 858, Firka Development, dated 8th December 1948, Government Memorandum No. 81415-RDP-I|54-2, dated 22nd September 1954, from the Block Development Officer, Sullia, Reference No. 1087-56, dated 15th June 1956 and from the Registrar of Assurances, South Kanara, Reference C. No. 155|SC|56, dated 16th July 1956.]

According to the instructions in the Government Memorandum cited second Gramaseva Sangams are to be constituted and got registered under the Societies Registration Act, 1860, on payment of a nominal fee of Rs. 5 to mobilise non-official support and initiative for working the National Extension Service. It has now been brought to my notice that the Registrar of Assurances of this district took objection to the registration of certain Sangams in the Community Development Block of Sullia stating that the concessions allowed are extendable only to National Extension Service blocks and not to Community Development blocks. When the Block Development Officer took up the matter with the Registrar stating that the Community Development blocks are no other than National Extension Service Blocks taken up for intensive development for a given period, the Registrar is reported to have registered those specified cases at the concessional rate suggesting at the same time to get clarification and specific orders of Government for such concession in Community Development areas also.

2. Community Development Blocks are only blocks at a stage of intensive development in the spread of the National Extension Service. They do not, therefore, loose the character of the National Extension Service areas for which the concession contemplated in Government Memorandum cited second is allowed. As the District Registrar wants definite orders of the Government extending the concession to Community Development Blocks, orders may kindly be issued at an early date.

(78)

MEMORANDUM No. 91466-RDP-V/56-6, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 7TH NOVEMBER 1956.

[Community Development and National Extension Service—Staff—Function as field staff of Development Departments—Instructions issued.]

[*Reference.*—Letter from the Director of Agriculture, dated 16th August 1956, No. 2-960/56.]

The Director of Agriculture is informed that the block staff will function as the field staff of the respective development departments and the heads of departments may address them direct in all matters concerned with the work of the departments.

(79)

G.O. Ms. No. 4131, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH DECEMBER 1956.

[Community Development Programme—Social Education—Community Recreation Centres, Community Halls, reading rooms, etc., put up with the assistance from the Community Development Funds—Maintenance after project period—Instructions—Issued.]

READ—the following papers :—

G.O. Ms. No. 1642, Public (Rural Development Projects), dated 20th May 1955.

Letter from the Inspector of Municipal Councils and Local Boards, Madras, dated 3rd May 1956, L. Dis. No. 198/56.

Letter from the Collector of South Kanara, dated 6th June 1956, L. Dis. No. 13116/56.

Order—No. 4131, *Public (Rural Development Projects), dated* 8th *December* 1956.

A large number of community recreation centres, community halls, reading rooms, radio halls, etc., have been so far constructed in the Community Development areas with the assistance given from Community Development funds. The Government have carefully examined the question of their maintenance after the Community Development Programme comes to a close and issue the following orders.

2. These buildings should be got entered in the register of buildings maintained in the Collector's and taluk offices. The question of handing over the buildings such as community recreation centres, community halls, etc., to panchayats or district boards or village development committees is left to the discretion of the Collectors of districts. The Collectors are instructed to decide each case on its own merits. However, they are requested to follow the order of preference given below :—

(1) Statutory village panchayats.

(2) District board where a local agency of the district board exists and where the district board is willing to undertake the responsibility of maintaining the building.

(3) Village development committees, grama sanghams or any suitable local organisation.

3. The entrustment of the building is subject to the following conditions which should be accepted by the organization to which the building is entrusted. In the case of village panchayats or the district boards a suitable resolution should be obtained by the Collectors embodying the conditions to be imposed before the buildings are handed over. In other cases an agreement should be got executed by the concerned local organization, embodying those conditions.

(1) The building should be kept in good condition and periodical repairs should be attended to.

(2) The building should be used for the purpose for which it was constructed.

(3) The building should not be based or let out to any outside agency.

(4) The building should be made available for all Social Education activities to all sections of the people.

(5) The building should not be used for any political activity.

(6) The building should be entered in the special register to be maintained in which the inspecting officers will note their remarks.

(7) The building should be made available for inspection at all times by the officers of the Revenue and Community Development Departments.

(8) The control of the building should be handed over to the Collector whenever so required by the Collector.

(80)

MEMORANDUM No. 127579-R.D.P. VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 18TH DECEMBER 1956.

[Community Development Programme—Tirunelveli district—Jeeps supplied to blocks—Movement outside the blocks—Instructions.]

[*Reference.*—Letter from the Collector of Tirunelveli, dated 25th October 1956, Reference No. D-3-20541/56.]

The Collector of Tirunelveli is informed that the Block Development Officers should not take their jeeps to the district headquarters for Conferences, meetings, etc., for which journeys by rail or bus may as well be performed as a matter of course. However in special cases when they have to meet the Collector or any district officials in connection with any urgent matter, they may use the jeeps for the purpose subject to approval by the Collector.

(81)

MEMORANDUM No. 148291-R.D.P. V/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 21ST DECEMBER 1956.

[Community Development Programme—Loans and advances—Allotment and expenditure procedure—Instructions issued.]

Several cases have come to the notice of the Government where the provision available in the block budget had been exceeded, with the result that the excess expenditure had to be

regularised and debited to State funds. Collectors and Block Development Officers are requested to bear in mind that the ceilings indicated in the schematic budget for 'Loans' indicate the maximum allotment for the entire block period for the purposes specified therein and these ceilings should on no account be exceeded without the specific orders of Government. Diversions from one head to another in the Schematic budget, with adequate reasons, are permissible. The overall ceilings under each head are approved by Government, while approving the overall programme of the block and any diversion from one head to another should have the prior approval of the Government. If and when additional provision for any scheme by way of 'Loans' over and above the provision available in the approved block programme is required, the Block Development Officer concerned, who should be in a position to anticipate and assess such demands, should address the Government through the Collector concerned for the additional allotments required, indicating whether the funds can be found within the block budget by suitable adjustments.

2. The Planning Commission has stated that the provision set apart for "Agriculture" and "Irrigation" should on no account be diverted for other purposes. The Government accordingly direct that the provisions in the schematic budget for "Agriculture" and "Irrigation" should be utilized for agricultural purposes only and should *not* be diverted for any other purposes. The Block Development Officers and Collectors should see that the amounts provided under these heads are utilized only for the purposes specified. Their attention is, in this connection, invited to orders in G.O. Ms. No. 3859, Public, dated 15th November 1956 wherein a 25 per cent subsidy for private irrigation works has been allowed, and also to Memorandum No. 117898-R.D.P. V/56-2, dated 19th December 1956, in which instructions regarding agricultural programme in the blocks and fixation of targets have been issued.

3. [*Deleted.*]

4. The instructions in paragraphs 2 and 3 will apply to blocks inaugurated prior to 1st April 1956 also and the requests for diversion of funds from agriculture and irrigation *will not be considered.*

5. The Block Development Officers should take into account the schematic provisions in the approved programme of the block while preparing the budget for each financial year and see that the amount asked for are within the schematic ceilings in the approved programme fixed for the block period.

6. The Government desire to point out in this connection that the overall programme drawn up and approved for every block indicate merely a schedule of works and schemes and do not constitute an order of sanction. All the items included in the approved programme can be implemented and expenditure incurred only on the basis of specific orders of authorities authorised to

sanction the expenditure, in accordance with the orders issued from time to time. Collectors and Block Development Officers are requested to see that the correct procedure is followed in all matters especially where financial commitments are involved.

(82)

G.O. Ms. No. 173, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 19TH JANUARY 1957.

[Community Development—Regional Assistant Development Commissioner's jurisdiction—Redistribution of areas—Ordered.]

READ—the following papers :—

G.O. Ms. No. 3181, Public (Rural Development Projects), dated 13th October 1955.

From the Assistant Development Commissioner, Madurai, dated 17th October 1956, No. 2371/56.

Order—No. 173, *Public (Rural Development Projects), dated* 19*th January* 1957.

In G.O. Ms. No. 3181, Public (Rural Development Project), dated the 13th October 1955, orders were issued distributing the areas between the two Regional Assistant Development Commissioners. Consequent on the reorganization of States, the districts of Malabar and South Kanara which were under the jurisdiction of the Assistant Development Commissioner, Coimbatore, have been allotted to Kerala and Mysore States respectively. The District of Kanyakumari has been added to Madras State. The Government now direct that the jurisdiction of the two Regional Assistant Development Commissioners be redistributed as follows :—

I. The Assistant Development Commissioner, Madurai (Eastern Region)—

1. Tanjore district.
2. Tiruchirappalli district.
3. Madurai district.
4. Ramanathapuram district.
5. Tirunelveli district.
6. Kanyakumari district.

II. The Assistant Development Commissioner, Coimbatore (Western Region)—

1. Chingleput district.
2. South Arcot district.
3. The Nilgiris district.
4. Salem district.
5. Coimbatore district.
6. North Arcot district.

(83)

G.O. Ms. No. 265, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 29TH JANUARY 1957.

[Community Development Programme—Delegation of administrative and financial powers to officers-in-charge—Sanction of grants-in-aid—Orders—Issued.]

READ—the following papers :—

G.O. Ms. No. 1310, Public, dated 9th August 1954.
G.O. Ms. No. 2097, Public, dated 6th July 1955.

Order—No. 265, Public (Rural Development Projects), dated 29th January 1957.

In the Government Order first cited, orders have been issued delegating administrative and financial powers to the officers in charge of the Community Development Programme. In order to ensure an expeditious implementation of the scheme, it has been suggested that the question of enhanced delegation of financial powers in regard to sanctioning grants-in-aid by the Collectors and the Block Development Officers may be considered.

The Government accept the suggestion and direct that the financial powers of the Collectors be increased from Rs. 1,000 to Rs. 2,000 and that the Revenue Divisional Officers and Block Development Officers be delegated with financial powers up to Rs. 1,000 and Rs. 500 respectively under this item.

(84)

G.O. Ms. No. 60, INDUSTRIES, LABOUR AND CO-OPERATION (SPECIAL), DATED 30TH JANUARY 1957.

[Community Projects and National Extension Service—Cottage, Village and Small-scale Industries—Implementation of Schemes—Delegation of powers to the Director of Industries and Commerce, Deputy Directors of Industries and Commerce, Collectors, Revenue Divisional Officers and Block Development Officers—Orders issued.]

READ—the following papers :—

G.O. Ms. No. 1310, Public (Rural Development Projects), dated 9th August 1954.

G.O. Ms. No. 1329, Public (Special), dated 9th April 1956.

From the Director of Industries and Commerce, dated 1st September 1956 and 25th October 1956, Rc. No. 90689-JV-3/56.

Order—No. 60, Industries, Labour and Co-operation (Special), dated 30th January 1957.

In order to avoid frequent references to the Government on points relating to the day to day administration of the Community Projects and National Extension Service Programmes relating to village, cottage and small-scale industries and for ensuring expeditious implementation of the schemes, the Director of Industries and Commerce has recommended that powers may be delegated to

the officers of the Industries Department, Collectors, Revenue Divisional Officers and Block Development Officers so as to enable them to expedite the implementation and progress of the sanctioned schemes relating to industries without undue delay. The Government have carefully examined the question and direct that administrative and financial powers as indicated in the Annexure to this order be delegated to the officers mentioned therein.

2. The Director of Industries and Commerce is requested to formulate model schemes relating to village industries and to supply copies of the schemes to the Collectors, Revenue Divisional Officers and Block Development Officers at a very early date.

ANNEXURE.

Serial number and details.	*Director of Industries and Commerce.*	*Deputy Director of Industries and Commerce in charge of village industries and handicrafts.*	*Collectors.*	*Revenue Divisional Officers.*	*Block Development Officers.*
(1)	(2)	(3)	(4)	(5)	(6)
	RS.	RS.	RS.	RS.	RS.
1. To sanction individual schemes other than works within the approved programme.	25,000	5,000	..	..	..
NOTE.—Technical sanction can be accorded only by the competent technical authority within the limit of powers delegated to them.					
2. To accord administrative approval and to sanction expenditure within the approved programme of works relating to Cottage Industries.	25,000	10,000	..	..	..
3. (*a*) To sanction expenditure on the purchase of stores against sanctioned estimate or estimates.	Full powers.	Full powers.	..	..	..
NOTE.—The materials should be procured following the procedure prescribed in the Madras Financial Code.					
(*b*) To sanction expenditure on the purchase of stores like agricultural implements, educational equipments and the like for the Cottage Industries Schemes.	2,000	1,000	..	..	..

Serial number and details.	*Director of Industries and Commerce.*	*Deputy Director of Industries and Commerce in charge of village Industries and handicrafts.*	*Collectors.*	*Revenue Divisional Officers.*	*Block Development Officers.*
(1)	(2)	(3)	(4)	(5)	(6)
	RS.	RS.	RS.	RS.	RS.
4. To sanction grants-in-aid to local institutions within the approved overall programme under the National Extension Service only for the following purposes :—	Full powers.	1,000	..	..	..
(1) Providing instructions in village industries.	..	..	..	..	..
(2) Supply of beehives at half cost not exceeding two hives per individual or institution.	..	..	..	..	..

NOTE,—Grants may be made at half cost for the supply of beehives with bees also provided the total cost does not exceed Rs. 15 per set.

5. To sanction schemes relating to village industries in accordance with the model schemes formulated by the Director of Industries and Commerce.	..	..	10,000	5,000	2,000

(85)

G.O. Ms. No. 417, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 9TH FEBRUARY 1957.

[National Extension Service Programme—Approval—Execution of works and schemes pending appointment of non-official members to serve on Advisory Committees—Instructions issued.]

READ—the following paper :—

G.O. Ms. No. 1504, Agriculture, dated 5th May 1954.

Order—No. 417, *Public* (*Rural Development Projects*), *dated* 9th *February* 1957.

According to the orders in force, a Block Advisory Committee consisting of the principal officials of the district and also the member or members of the Legislature representing the area and four non-officials should be constituted for every National Extension Service Block as and when it is launched. The approval of such a committee should also be obtained for the inclusion of works and schemes in the overall plan for the development of the selected block before they are taken up for execution. It has been represented to the Government that as some time is taken for selecting the non-officials for being appointed to serve on these committees, the execution of works in the newly selected areas is retarded to that extent. As it is necessary to keep up the tempo of enthusiasm of the people in the area in which the National Extension Service

Programme is newly launched, it has been pointed out that the time taken for the appointment of the non-official members of the committee should not stand in the way of the expeditious execution of works and schemes. The Government, therefore, direct that in all cases where National Extension Service blocks are newly launced the Block Advisory Committee be immediately constituted pending the appointment of the non-official members and their approval obtained for the execution of urgent items of works and schemes in the block. The works and schemes so taken up for execution should however be included in the overall plan for the Block and the approval of the full Block Advisory Committee should be obtained after the appointment of the non-official members.

(86)

MEMORANDUM No. 7239-R.D.P. I/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 23RD FEBRUARY 1957.

[Community Development Programme—Description of stages in the programme.]

Extracts from the summary record of discussions and conclusions of the meeting of Development Commissioners and State Agricultural Secretaries held in New Delhi in December 1956 on the above subject are communicated to the Heads of Departments, Collectors, Revenue Divisional Officers and Block Development Officers for information.

EXTRACT.

Item 6 (ix)—*Description of the stages in Community Development Programme.*—After some discussion, it was felt that a suitable description of the various stages of the programme, including the stage before inauguration of the Block would be—

(i) Pre-extension phase of the block (such blocks are called "shadow" blocks in Uttar Pradesh);

(ii) extension phase for what is now known as the NES stage;

(iii) intensive phase for what is now known as the Community Development stage;

(iv) post-intensive phase instead of what is now known as the normalized stage.

(87)

G.O. Ms. No. 665, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 25TH FEBRUARY 1957.

[National Extension Service—Inauguration of blocks during 1957-58—Execution of works in the new block areas pending finalization of programme and formation of Block Advisory Committees—Instructions issued.]

READ—the following paper :—

G.O. Ms. No. 416, Public, dated 9th February 1957.

Order—No. 665, Public (Rural Development Projects), dated 25th February 1957.

It has been suggested that, as much enthusiasm is created as soon as the National Extension Service Programme is launched

in an area and as this enthusiasm should be canalized to constructive purposes, it will be desirable to take up execution of works and schemes immediately in the selected blocks, pending constitution of the full Block Advisory Committees and pending approval of the Overall Plans for the blocks. The attention of the Collectors is once again invited to the instructions issued in G.O. Ms. No. 417, Public, dated 9th February 1957, in which they have been permitted to constitute the Block Advisory Committees for the National Extension Service Blocks pending appointment of non-official members. As considerable time is spent in completing the various preliminaries like surveys, formulation of programmes and budget estimates, constitution of Block Advisory Committees, etc., before actual development work is started, the Government direct that urgent items of useful work at an aggregate cost not exceeding Rs. 10,000 (rupees ten thousand only) may be taken up under proper sanction immediately on the lines mentioned in the annexure to this order in advance of the approval of the integrated plan.

ANNEXURE.

Items of work which can be included in the interim programme.	*Unit cost.*	*Total extent to which expenditure can be incurred.*
(1)	(2)	(3)
	RS.	RS.
1 Surface wells	400 (Government's grant only).	4,000
2 Renovation of tanks	500 (Government's grant only).	3,000
3 Renovation of surface wells	100 (Government's grant only).	1,000
4 Culverts on village roads	According to estimate in each case.	5,000
5 Social Education Centres and Madhar Sanghams.	Vide G.O. Ms. No. 1325, Public (R. D. P.), dated 21st April 1955.	..
6 Agricultural Extension activities miscellaneous expenditure.	....	500
7 Grants-in-aid for schools, hospitals, etc.	Not exceeding Rs. 500 in each case.	5,000

(88)

MEMORANDUM No. 133060-R.D.P.-I/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 26TH FEBRUARY 1957.

[Community Development Programme—Community Projects and Community Development Blocks reverted into National Extention Service Blocks for post-intensive development programme —Non-project inputs.]

[*Reference.*—(1) G.O. Ms. No. 3229, Public, dated 27th September 1956 and (2) from the Secretary, Ministry of Community Development, Government of India, dated 22nd October 1956, No. MCD/1 (20) P/56.]

A copy of the letter second cited and extracts from the summary of discussions and conclusions of Development Commissioners and Agricultural Secretaries Conference held in December 1956, are communicated to the Board of Revenue, Director of Agriculture, Director of Animal Husbandry, Director of Industries and Commerce, Registrar of Co-operative Societies and Inspector of Municipal Councils and Local Boards. They are requested to formulate definite proposals in the matter in respect of subjects concerning them for concentrating on—

(i) building up of popular institutions like co-operatives and panchayats:

(ii) agricultural extension; and

(iii) industrial extension;

in the reverted National Extension Service Blocks and submit them to Government for their approval at an early date.

ENCLOSURE.

LETTER FROM THE GOVERNMENT OF INDIA, MINISTRY OF COMMUNITY DEVELOPMENT (COMMUNITY PROJECT AREA) TO THE DEVELOPMENT COMMISSIONER, MADRAS, DATED 22ND OCTOBER 1956, No. MCD/1 (20)/P/56.

[Community Projects—Development Blocks—Programme for post-intensive period—Non-project inputs.]

You are aware that the Community Projects and Development blocks allotted in 1952–53 and 1953–54 series are in the process of being transformed into National Extension Service pattern at the end of their scheduled period of intensive development. It is, therefore, very necessary to guard against any possible danger of retrogression and neglect setting in, and undoing the progress made in these areas, after transformation into National Extension Service Blocks. The question has been engaging the attention of this Ministry and the State Governments for quite some time. This was also discussed at the Fifth Development Commissioners Conference held at Nainital in May 1956, and certain specific recommendations were made. Attention is also invited in this connexion to the Community Projects administration's letters No. CPA|9|1|P|55, dated 12th September 1955 and No. CPA|31 (18)|P|56, dated 13th March 1956, in which it was emphasised that the development programmes included in the various

departmental budgets for implementation as part of the Second Five-Year Plan in regard to the various subjects, e.g., education, health, agriculture, communications, cottage industries, housing, etc., will have to be applied to these areas and implemented through the National Extension Service agency.

According to a study vide Evaluation Report on the working of Community Projects and National Extension Service Blocks, April 1956 (pages 28–34) made by the Programme Evaluation Organization in 15 Community Projects, (13 Community Projects with three blocks each and two single blocks) the three-year period from October 1952 to September 1955 has witnessed "not only considerable activity and expenditure on account of the Project programme, but in a number of cases, an appreciable rise in the tempo of other developmental expenditure also." The proportion of project expenditure to the total developmental expenditure during this period in these areas ranged from 18 per cent to 54 per cent. In other words, non-project expenditure in these areas ranged from 46 per cent to as high as 82 per cent of total developmental expenditure. It is only in two cases that the figure fell below 50 per cent. In the light of this evidence it will perhaps be correct to conclude that, by and large, the quantum of work and expenditure under non-project items has been greater than that under the Community Development Programme even in the Project areas. This is as it should be since project funds are meant to be nucleus funds intended to be supplemented by the resources of the various departmental budgets of the State Governments.

It follows from the above that in order to maintain, if not accelerate, the rate of progress in these blocks in the post-intensive period, it is necessary that an increasing proportion of the allocations made under the various departmental budgets in the State plans should be spent in the Community Development Blocks on their reversion to the National Extension Service pattern. It is suggested, that wherever possible, e.g., minor irrigation, such allocations be made on a blockwise basis, and necessary budget provision also secured for the purpose. It is understood that the Government of Bihar have adopted this procedure. It should be remembered in this connexion that since the area covered by intensive operation will have grown more receptive to self-help the investment of departmental efforts is likely to receive a substantially higher return in terms of physical targets. It is in recognition of this fact that the pilot projects on cottage industries development, women's programmes, co-operatives, housing, etc., are being undertaken in these areas.

The Programme Evaluation Organization in its Third Annual Report has stated that in determining the set-up and activities for the Post-Community Project phase in an area, three major principles should be kept in view—

(i) They should be in accord with the main lines of the long-term economic and social development of the area as indicated by its needs and resources.

(ii) They should provide for effective and close co-ordination of the efforts of the project agency with the larger programme of development in the area; and

(iii) There should be considerable flexibility in terms of finance staff and organization which should be determined primarily by the content of the programme being undertaken in this phase.

In most of the projects, the activities of the project agency in this phase will have to concentrate on three main fields—(i) agricultural extension, (ii) industrial extension and (iii) building up the popular institutions, the co-operatives and the panchayats (vide pages 9–10 of the Report).

The Ministry of Community Development are in general agreement with the above suggestions. The Development Commissioners|Directors of Community Projects are, therefore, requested immediately to take up the matter with the heads of respective departments in their States and work out a detailed plan of work in the completed Community Development Blocks for the post-intensive period. Needless to say that major emphasis should be on the economic aspects of the programme, viz., (i) increasing food production through development of agriculture, animal husbandry, irrigation, reclamation, etc., and (ii) development of cottage industries.

This Ministry may kindly be kept informed of the action taken in this matter, and of any assistance that can be rendered from the Centre.

Extracts from the Summary of recommendations of the Development Commissioners and Agricultural Secretaries' Conference during December 1956.

Item 3—Programme in the Post-Intensive Blocks.—The observations made in the Third Annual Report of the Programme Evaluation Organization and the recommendations made by the Ministry of Community Development in their letter No. MCD|1(20)|P|56, dated the 22nd October 1956, on the subject of programmes in the post-intensive stage were considered. It was generally agreed that a lot of intensive work had been done and a good deal of enthusiasm had been created during the intensive stage of development which should not be allowed to go waste; and that activities of the Project Agency in this phase should concentrate on (i) building up of popular institutions like co-operatives and panchayats, (ii) agricultural extension and (iii) industrial extension.

It was also agreed that in order to keep up the tempo of development the resources available from the various Welfare Departments as a part of the larger programme of development should be concentrated in these areas as also the additional provision of Rs. 30,000 per annum per block should be utilized so that the progress made in these areas during the stage of intensive development is not undone after the areas enter the post-intensive stage.

* * * * *

(89)

MEMORANDUM No. 149730-R.D.P.-I/56-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 13TH MARCH 1957.

[Community Development Programme—Budgets for the National Extension Service and Community Development Blocks taken up under the First and Second Five-Year Plans—Difference.]

Two statements showing in one view the provisions made under the different heads for the National Extension Service and Community Development Blocks taken up or converted in the First and Second Five-Year plans are commmunicated to all Collectors and Block Development Officers for information.

APPENDIX I.

BUDGET ALLOTMENTS FOR A COMMUNITY DEVELOPMENT BLOCK TAKEN UP OR CONVERTED IN THE FIRST AND SECOND FIVE-YEAR PLANS.

Rupees in lakhs.

Scheme heads.	First Plan.							Second Plan.		
	Total.	*Rupee.*	*Dollar.*	*Recurring.*	*Non-recurring.*	*Loan.*	*Other than loan.*	*Total.*	*Rupee.*	*Dollar.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
I. Block Headquarters	2·23	2·08	0·15	2·05	0 18	..	2·23	2·85	2·61	0·24
II. Animal Husbandry and Agricultural Extension.	0·87	0·60	0·27	0·28	0·59	0·39	0·48	0·10	0·07	0·03
III. Irrigation and Reclamation ..	5·25	4·55	0·70	..	5·25	5·25	..	4·00	4·00	..
IV. Health and Sanitation ..	1·05	1·02	0·03	0·10	0·95	..	1·05	1·15	1·15	..
V. Education	1·50	1·50	..	1·00	0·50	..	1·50	0·70	0·70	..
VI. Social Education	0·50	0·35	0·15	0·30	0·20	..	0·50	0·70	0·54	0·16
VII. Communications	1·25	1·15	0·10	..	1 25	..	1·25	1·00	1·00	..
VIII. Rural Arts and Crafts	1·25	1·25	..	0·50	0·75	0·75	0·50	0·50	0·50	..
IX. Housing for Block personnel and Rural Housing.	1·10	1·10	..	..	1·10	1·10	..	1·00	1·00	..
	15·00	13·60	1·40	4·23	10·77	7·49	7·51	12·00	11·57	0·43

APPENDIX I.—*cont.*

BUDGET ALLOTMENTS FOR A COMMUNITY DEVELOPMENT BLOCK TAKEN UP OR CONVERTED IN THE FIRST AND SECOND FIVE-YEAR PLANS—*cont.*

—	*Second Plan—cont.*				*Difference.* { *Increase (+)* / *Decrease (—)* }					
	Recurring. (12)	*Non-recurring.* (13)	*Loan.* (14)	*Other than loan.* (15)	*Rupee.* (16)	*Dollar.* (17)	*Recurring.* (18)	*Non-recurring.* (19)	*Loan.* (20)	*Other than loan.* (21)
I. Block Headquarters	2·00	0·85	..	2·85	+·53	+·09	—·05	+·67	..	+·62
II. Animal Husbandry and Agricultural Extension.	..	0·10	..	0·10	—·53	—·24	—·28	—·49	—·39	—·38
III. Irrigation and Reclamation ..	..	4·00	3·50	0·50	—·55	—·70	..	—1·25	—1·75	+·50
IV. Health and Sanitation	0·20	0·95	..	1·15	+·13	—·03	+·10	..	..	+·10
V. Education	0·20	0·50	..	0·70	—·80	..	—·80	..	..	—·80
VI. Social Education	0·40	0·30	..	0·70	+·19	+·01	+·10	+·10	..	+·20
VII. Communications	..	1·00	..	1·00	—·15	—·10	..	—·25	..	—·25
VIII. Rural Arts and Crafts	0·25	0·25	..	0·50	—·75	..	—·25	—·50	—·75	..
IX. Housing for Block personnel and Rural Housing.	..	1·00	1·00	..	—·10	..	..	—·10	—·10	..
	3·05	8·95	4·50	7·50	—2·03	—·97	—1·18	—1·82	—2·99	—0·1

APPENDIX II.

BUDGET ALLOTMENTS FOR A NATIONAL EXTENSION SERVICE BLOCK TAKEN UP IN THE FIRST AND SECOND FIVE-YEAR PLANS.

Rupees in lakhs

Scheme heads.	*First Plan.*						*Second Plan.*		
(I)	*Total.* (2)	*Rupee.* (3)	*Recurring.* (4)	*Non-recurring.* (5)	*Loan.* (6)	*Other than loan.* (7)	*Total.* (8)	*Rupee.* (9)	*Recurring.* (10)
I. Block Headquarters	1·50	1·50	1·00	0·50	..	1·50	1·35	1·35	1·00
II. Animal Husbandry and Agricultural Extension.	..	..	..	..	..	..	..	..	..

III. Irrigation .. .. / IV. Reclamation	1·00	1·00	..	1·00	1·00	..	0·75	0·75	..
V. Health and Sanitation ..	0·65	0·65	0·15	0·50	..	0·65	0·40	0·40	0·10
VI. Education	0·60	0·60	0·10	0·50	..	0·60	0·40	0·40	0·10
VII. Social Education	0·25	0·25	0·25	..	..	0·25	0·20	0·20	0·20
VIII. Communications	0·50	0·50	..	0·50	..	0·50	0·30	0·30	..
IX. Rural Arts and Crafts and Industries.	..	..	..	..	..	..	..	..	..
X. Housing for Project staff and Rural Housing.	..	..	..	..	..	..	0·60	0·60	..
Total ..	4·50	4·50	1·50	3·00	1·00	3·50	4·00	4·00	1·40

—	Second Plan—cont.			Difference {Increase (+) Decrease (—)}					
	Non-recurring. (11)	*Loan.* (12)	*Other than loan.* (13)	*Total.* (14)	*Rupee.* (15)	*Recurring.* (16)	*Non-recurring.* (17)	*Loan.* (18)	*Other than loan.* (19)
I. Block Headquarters	0·35	..	1·35	—0·15	—0·15	..	—0·15	..	—0·15
II. Animal Husbandry and Agricultural Extension.	..	..	..	..	..	..	..	..	..
III. Irrigation .. .. / IV. Reclamation	0·75	0·60	0·15	—0·25	—0·25	..	—0·25	—0·40	+0·15
V. Health and Sanitation ..	0·30	..	0·40	—0·25	—0·25	—0·05	—0·20	..	—0·25
VI. Education	0·30	..	0·40	—0·20	—0·20	..	—0·20	..	—0·20
VII Social Education	..	..	0·20	—0·05	—0·05	—0·05	..	..	—0·05
VIII. Communications	0·30	..	0·30	—0·20	—0·20	..	—0·20	..	—0·20
IX. Rural Arts and Crafts and Industries.	..	..	..	..	..	..	..	..	..
X. Housing for Project staff and Rural Housing	0·60	0·60	..	+0·60	+0·60	..	+0·60	+0·60	..
Total ..	2·60	1·20	2·80	—0·50	—0·50	—0·10	—0·40	+0·20	—0·70

Plus Rs. 3 lakhs to be provided by the **State Government towards** loan for short-term credit facilities.

(90)

MEMORANDUM No. 41038-RDP-I/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 5TH APRIL 1956.

[Community Development Programme—Stepping up progress of work—Orders issued.]

[*Reference*.—(1) G.O. Ms. No. 1260, Public, dated 3rd August 1954, (2) Memorandum No. 83081/RDP-I/54-1, dated 26th August 1954, (3) G.O. Ms. No. 1629, Public, dated 11th September 1954, (4) Memorandum No. 2096-RDP-I/55-1, dated 2nd March 1955, (5) G.O. Ms. No. 2580, Public, dated 18th August 1955 and (6) G.O. Ms. No. 387, Public, dated 2nd February 1956.]

In the Government Order last cited above, clear instructions were issued defining the part which the Heads of Departments have to play in the Community Development Programme in this State. In the Government Orders cited five above, instructions were issued laying down the relationship which should exist between the technical officers in the district and the block development staff for achieving satisfactory progress in the Community Development Programme. The Government regret to observe that inspite of such clear instructions the heads of departments and the District Officials have not been taking proper interest in the execution of the Community Development Programme with the result that the Estimates Committee set up by the Lok Sabha to examine the progress made in the development schemes characterised the achievements of this State as "very disappointing". The Minister for Community Development, Sri S. K. Dey, during his recent visit to this State remarked that even though this State has the best personnel available in this country in its block development staff and in its technical staff, due to want of proper appreciation of the programme and lack of adequate interest on the part of the heads of departments and the technical officers in the districts, the results achieved in the Community Development Programme in this State have been very disappointing compared to those achieved in many other States. He also remarked that the Community Development Programme in this State has degenerated into a mere extension of Local Development Works Programme.

2. The Government take a very serious view of the situation existing in this State and consider that no efforts should be spared to set up progress and to retrieve the lost ground. They wish therefore to draw specific attention to the orders issued in Govern-Nos. 5 and 6 cited above. They also wish to emphasise that—

(i) The heads of departments concerned and primarily responsible for the successful execution of the programme on the

technical side. They should evince personal interest in the execution of the community development programme and should not delegate their functions relating to the execution of the Community Development Programme to their Personal Assistants;

(ii) The district officials should hold themselves primarily responsible for drawing up the programme of work for each block in respect of the departments under their charge and should guide and supervise the execution of the programme, at all stages. They should ensure that the targets in the phased programme of work drawn up by them are realised in practice.

The heads of departments are requested to ensure that these instructions are followed in the spirit in which they are issued and that a better rate of progress is achieved in the execution of the Community Development Programme in the selected blocks.

3. It has already been laid down that the Heads of Departments, their deputies and the district officials should undertake periodical inspection of the Community Development areas to check up the work being done there. The Government wish to draw the particular attention of the heads of departments and the district officers to these instructions. In order to ensure that these instructions are followed, the Government direct that the Heads of Departments and District Officers concerned in the Community Development Programme should tour the Community Development and National Extension Service areas in their jurisdiction for atleast five days and five to ten days respectively in each month. The Government also direct that the Heads of Departments concerned should obtain a monthly demi-official report from their District Officials on the work done for the implementation of the Community Development/National Extension Service Programme, short falls, if any, and steps taken to achieve the targets fixed and submit every month their own personal assessment of the progress of work under the Community Development Programme to the Chief Secretary to the Government of Madras. The report should be in demi-official form and should be addressed by name to the Chief Secretary so as to reach him not later than the 15th of the month succeeding that to which the report relates.

[In paragraph 3 of the above memorandum of heads of departments have been requested to tour the Community Development and National Extension Service areas for atleast five days in each month. The Government have further ordered that, during such tours, the Heads of Technical Departments should also meet and discuss regularly with the Block Development Officers and other field staff their problems and difficulties and suggest concrete solutions. (Memorandum No. 69036-RDP-I/57-1, dated 3rd August 1957).]

(91)

G.O. Ms. No. 1557, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH MAY 1957.

[Community Development/National Extension Service—Agriculture programme—Schematic budget—Financial provisions.]

READ—the following papers :—

G.O. Ms. No. 3282, Public (Rural Development Projects), dated 4th October 1956.

Letter from the Government of India, Ministry of Community Development, dated 31st January 1957, Reference No. MCD-1-2/Bd./56.

This Government letter No. 11670-RDP V/57-1, dated 6th March 1957.

Letter from the Government of India, Ministry of Community Development, dated 17th April 1957, Reference No. 1-2/Bd./56.

Order--No. 1557, *Public* (*Rural Development Projects*), *dated* 10*th May* 1957.

In revised scheme budget on National Extension Service/Community Development blocks there is no provision for Agriculture and Animal Husbandry extension except a provision of Rs. 10,000 in the Community Development blocks for demonstration equipment. However, in G.O. Ms. No. 3282, Public (Rural Development Project), dated 4th October 1956, it has been ordered that funds may be diverted from other heads for payment of grants-in-aid, expenditure on which will have to be debited to the concerned sub-head, according to the present procedure.

2. The Ministry of Community Development in their letter cited, have agreed to permit diversion for " Agriculture " and " Animal Husbandry " extension from other heads within the block budget, subject to the condition that the ceilings under total ' rupee and other than loan ' are not exceeded and schemes taken up under ' other than loan ' are not of a self-financing nature.

3. The Government wish to re-iterate that agriculture should receive top priority in the implementation of National Extension Service/Community Development Programmes and permit diversion of funds within the block budget for Agriculture and Animal Husbandry extension for approved purposes (enumerated in G.O. Ms. No. 2097, Public, dated 6th July 1955). For the construction of check dams, etc., permitted in Memorandum No. 130033, RDP. V./56-1, dated 2nd February 1957 and for the purchase of demonstration equipment, suitable provision should be made while drawing up the overall programme.

(92)

G.O Ms. No. 1667, PUBLIC (RURAL DEVELOPMENT PROJECTS) DATED 20TH MAY 1957.

[Community Development Programme—Execution of civil works—Land voluntarily relinquished by the public—Execution of gift deeds—Further orders—Passed.]

READ—the following papers :—

G.O. Ms. No. 25, Agriculture, dated 21st January 1954.
G.O. Ms. No. 2100, Public, dated 3rd November 1954.
G.O. Ms. No. 2496, Public, dated 14th December 1954.

From the Collector of Tirunelveli, dated 26th November 1956, Reference No. B 9-24005/56.

From the Board of Revenue (Food Production), dated 10th April 1957, L. Dis. No. F.P. VII-C-9291/57.

Order—No. 1667, *Public (Rural Development Projects), dated 20th May* 1957.

In the Government Orders read above the Project Execution Officers, Assistant Project Officers and the Block Development Officers have been empowered to accept voluntary relinquishment or gift of lands by public for the execution of the works except road works taken up under the Community Development/National Extension Service programmes in general, provided the extent of land is " not much ". In respect of lands required for formation of roads, it has been laid down that the procedure indicated in B.P. Ms. No. 1161, dated 19th September 1950, might be adopted with advantage. Voluntary contributions of lands are forthcoming for several works under Community Development/National Extension Service/Local Development Works Programme and the Government now consider that it is not necessary to place any restriction on the extent of land which can be accepted on relinquishment, or by gift, without resort to land acquisition proceedings. Therefore they direct that voluntary relinquishment or gift of lands for works, including roads, under Community Development/National Extension Service/Local Development Works Programme may be accepted without any limit on the extent subject to the following conditions :—

(i) The local Government pleader certifies that the title to the land can safely be accepted without any risk or chance of the Government being involved in litigation.

(ii) Gift deeds are executed by the owners concerned in favour of the Government.

These orders will apply to works taken up on a contributory basis as well works taken up exclusively from Government funds, viz., Office buildings, staff quarters, etc.

(93)

G.O. R. No. 924, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND MAY 1957.

READ—the following papers :—

G.O. Ms. No. 19, Public, dated 3rd January 1956.
G.O. R. No. 489, Public, dated 15th March 1956.
G.O. R. No. 1099, Public, dated 18th June 1956.

Memorandum No. 37419/RDP I/56-3, dated 22nd August 1956.

G.O. Ms. No. 3662, Public, dated 29th October 1956.
G.O. Ms. No. 4013, Public, dated 29th November 1956.
G.O. Ms. No. 4354, Public, dated 31st December 1956.

Order—No. 924, *Public (Rural Development Projects), dated 22nd May* 1957.

It has been noticed that in certain cases, the block headquarters have been located at places outside the limits of the blocks. This makes the working of the programme unreal and creates problems both to the staff and the people. It is therefore necessary that immediate steps should be taken to locate the headquarters in such cases *within the block limits* and that a centrally situated place within the block area should invariably be preferred for sitting the block headquarters.

(94)

MEMORANDUM No. 58889 RDP-1/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 17TH JUNE 1957.

[Community Development Programme—Progress of works—Increasing the tempo of progress—Personal contact with Highways Department's Officials—Instructions—Issued.]

[*Reference.*—Letter from the Chief Engineer (Highways), dated 31st May 1957, No. 26795-B3/56-9.]

A copy of the letter cited is communicated to all Collectors for necessary action. They are requested to instruct the Block Development Officers to extend their utmost co-operation to the officials of the Highways Department and also settle the various points arising out of the implementation of the development programmes in their respective blocks by personal contact with the Highways Department officials during their tours in the Community Development areas.

ENCLOSURE.

Letter from the Chief Engineer (Highways), to the Secretary to Government, dated 31st May 1957, No. 26795-B-3|56-9.

Circular instructions have been issued to the officers of this Department to bestow personal attention on the execution and progress of works in the National Extension Service and Community Development blocks. They have also been instructed to send a copy of their tour programmes, to the Block Development Officers of the blocks also to enable the Block Development Officers to meet them during their camps to discuss on the progress of works and the difficult problems experienced during execution and the like. The mutual discussions will help to speed up the progress of work as well as getting technical and other instructions and suggestions in time, without much delay that is caused by correspondence.

Hence I request that the Collectors may be instructed to issue necessary instructions to the Block Development Officers to meet the Superintending Engineers and Divisional Engineers of this department whenever they camp in their block areas to discuss on the matters connected with the Highways works and get necessary suggestions.

(95)

MEMORANDUM No. 63331-RDP-I/5 -1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 17TH AUGUST 1957.

[Community Development Programme—Community Development Blocks of 1955–1956 series reversion into National Extension Service for post intensive development from 1st April 1958—Non-project imputs.]

[*Reference.*—(1) Memorandum No. 133060, RDP I/56-3, dated 26th February 1957 (copy enclosed). (2) Memorandum No. 49311, RDP I/57-1, dated 10th May 1957. (3) Letter from the Government of India, Ministry of Community Development, dated 3rd June 1957, No. 1 (20)/56-P.C.]

The attention of the undermentioned heads of departments is invited to the memorandum first cited wherein instructions have been issued for the formulation of definite schemes in the case of the 15th post-intensive blocks, which came into existence from 1st October 1956 In the memorandum second cited, the Collectors were requested to take all possible steps to utilise the entire block funds before 31st March 1958 in the case of the Community Development blocks (1st April 1955 series) which are scheduled to complete their period of operation as such on 31st March 1958. In the letter of the Government of India, Ministry of Community Development, third cited, while communicating an extract of the main recommendation and conclusion of the Sixth Development Commissioner's Conference held in May 1957 at Mussorie, they have stated that the Central Committee has laid particular stress on the issue that the post-intensive phase should be regarded as a phase of continuing development rather than one for maintenance of facilities already established and should be planned accordingly. The undermentioned Heads of Departments are, therefore, requested to formulate in advance definite proposals in respect of the blocks to be reverted to National Extension Service for post-intensive development with effect from 1st April 1958, on the lines of the instructions contained in the memorandum first cited.

ENCLOSURE.

***Memorandum No.* 133060|*RDP-I*|56-3, *dated the 26th February* 1957.**

[Community Development Programme—Community Projects and Community Development Blocks reverted into National Extension Service Blocks for post-intensive development programme—Non-project imputs.]

[*Reference.*—(1) G.O. Ms. No. 3229, Public, dated 27th September 1956, and (2) letter from the Secretary, Ministry of Community Development, Government of India, dated 22nd October 1956, No. MCD|1 (20)|P|56.]

A copy of the letter second cited and extracts from the summary of discussions and conclusions of Development Commissioners and Agricultural Secretaries Conference held in December 1956, are communicated to the Board of Revenue, Director of Agriculture, Director of Animal Husbandry, Director of Industries

and Commerce, Registrar of Co-operative Societies and Inspector of Municipal Councils and Local Boards. They are requested to formulate definite proposals in the matter in respect of subjects concerning them for concentrating on

(i) building up of popular institutions like co-operatives and panchayats;

(ii) agricultural extension; and

(iii) industrial extension

in the reverted National Extension Service Blocks and submit them to Government for their approval at an early date.

SUB-ENCLOSURES.

(i)

Letter from the Government of India, Ministry of Community Development (Community Projects Administration) to the Development Commissioner, Madras, dated 22nd October 1956, No. MCD|1 (20)|P|56.

[Community Projects|Development Blocks—Programme for post-intensive period —Non-project imputs.]

You are aware that the Community Projects and Development Blocks allotted in 1952–53 and 1953–54 series are in the process of being transformed into National Extension Service pattern at the end of their scheduled period of intensive development. It is, therefore, very necessary to guard against any possible danger of retrogression and neglect setting in, and undoing the progress made in these areas, after transformation into National Extension Service blocks. The question has been engaging the attention of this Ministry and the State Governments for quite some time. This was also discussed at the Fifth Development Commissioners' Conference held at Nainital in May 1956 and certain specific recommendations were made. Attention is also invited in this connexion to the Community Projects Administration's letters No. CPA|9|1|P|55, dated 12th September 1955 and No. CPA|31 (18)|P|56, dated 13th March 1956, in which it was emphasised that the development programmes included in the various departmental budgets for implementation as part of the Second Five-Year Plan in regard to the various subjects, e.g., education, health, agriculture, communications, cottage industries, housing, etc., will have to be applied to these areas and implemented through the National Extension Service agency.

According to a study vide valuation report on the working of Community Projects and National Extension Service Blocks, April 1956 (pages 28–34) made by the Programme Evaluation Organization in 15 Community Projects (13 Community Projects with three blocks each and 2 single blocks) the three-year period from October 1952 to September 1955 has witnessed "not only considerable activity and expenditure on account of the Project programme, but in a number of cases, an appreciable rise in the tempo of other developmental expenditure also". The proportion of project expenditure to the total developmental expenditure during this period in these areas ranged from 18 per cent to 54 per cent. In other words, non-project expenditure in these areas ranged from 46 per cent to as high as 82 per cent of total developmental expenditure. It is only in twe cases that the figure fell below 50 per cent. In the light of this evidenec, it will, perhaps, be correct to conclude that, by and large, the quantum of work and expenditure under non-project items has been greater than that under the Community Development Programme even in the Project areas. This is as it should be since project funds are meant to be nucleus funds intended to be supplemented by the resources of the various departmental budgets of the State Governments.

It follows from the above that in order to maintain, if not accelerate, the rate of progress in these blocks in the post-intensive period, it is necessary that an increasing proportion of the allocations made under the various departmental budgets in the State plans should be spent in the Community Development Blocks on their reversion to the National Extension Service pattern. It is suggested, that wherever possible, e.g., minor irrigation, such allocations be made on a block-wise basis, and necessary budget provision also secured for the purpose. It is understood that the Government of Bihar have adopted this procedure. It should be remembered in this connexion that since the area covered by intensive

operation will have grown more receptive to self-help the investment of departmental efforts is likely to receive a substantially higher return in terms of physical targets. It is in recognition of this fact that the pilot projects on cottage industries development, women's programmes, co-operatives, housing, etc., are being undertaken in these areas.

The Programme Evaluation Organization in its Third Annual Report has stated that in determining the set-up and activities for the post-Community Project phase in an area, three major principles should be kept in view:—

(i) They should be in accord with the main lines of the long-term economic and social development of the area as indicated by its needs and resources.

(ii) They should provide for effective and close co-ordination of the efforts of the project agency with the larger programme of development in the area; and

(iii) There should be considerable flexibility in terms of finance staff and organization which should be determined primarily by the content of the programme being undertaken in this phase.

In most of the projects, the activities of the project agency in this phase will have to concentrate on three main fields—(i) agricultural extension, (ii) industrial extension and (iii) building up the popular institutions, the co-operatives and the panchayats (vide pages 9–10 of the Report).

The Ministry of Community Development are in general agreement with the above suggestions. The Development Commissioners|Directors of Community Projects are, therefore, requested immediately to take up the matter with the heads of respective departments in their States and work out a detailed plan of work in the completed Community Development Blocks for the post-intensive period. Needless to say that major emphasis should be on the economic aspects of the programme, viz., (1) increasing food production through development of agriculture, animal husbandry, irrigation, reclamation, etc., and (ii) development of cottage industries.

This Ministry may kindly be kept informed of the action taken in this matter, and of any assistance that can be rendered from the Centre.

(ii)

Extracts from the summary of recommendations of the Development Commissioners and Agricultural Secretaries' Conference during December 1956.

* * * * *

Item 3—Programme in the post intensive blocks.—The observations made in the Third Annual Report of the Programme Evaluation Organization and the recommendations made by the Ministry of Community Development in their letter No. MCD|1(20)|P|56, dated the 22nd October 1956, on the subject of programme in the post-intensive stage were considered. It was generally agreed that a lot of intensive work had been done and a good deal of enthusiasm had been created during the intensive stage of development which should not be allowed to go waste; and that activities of the Project agency in this phase should concentrate on (i) building up of popular institutions like co-operatives and panchayats, (ii) agricultural extension and (iii) industrial extension.

It was also agreed that in order to keep up the tempo of development the resources available from the various Welfare Departments as a part of the larger programme of development should be concentrated in these areas as also the additional provision of Rs. 30,000 per annum per block should be utilized so that the progress made in these areas during the stage of intensive development is not undone after the areas enter the post-intensive stage.

(96)

G.O. Ms. No. 2527, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 27TH AUGUST 1957.

[Community Development and Local Development Programme—Participation by Government Servants in ceremonial functions—Ban—Instructions—Issued.]

READ—the following paper :—

G.O. Ms. No. 2096, Public (Special), dated 8th July 1957.

Order—No. 2527, *Public (Rural Development Projects), dated* 27*th August* 1957.

A copy of the Government Order read above, is communicated to all Assistant Development Commissioners and Block Development Officers and they are requested to adhere strictly to the instructions issued therein.

2. The Block Development Officers are requested to communicate a copy of this order to all the Extension Officers, Social Education Organisers and Supervisors and to other similarly placed officials working under them. They are also requested to translate the order into Tamil and communicate copies thereof to all the Gramasevaks working under them.

ENCLOSURE.

G.O. Ms. No. 2096. *Public (Special), dated the* 8*th July* 1957.

[Government servants—Participation in ceremonial functions—Ban—[Instructions—Issued.]

The Government after due consideration, have decided that it is inappropriate in present conditions that Government servants should associate themselves prominently with, or spend their time on, purely ceremonial functions sponsored by non-officials (individuals, associations or local bodies), like laying of foundation stones, inaugurations, openings and the like. They accordingly direct that no Government servant shall associate himself prominently with purely ceremonial functions of the kind mentioned above, by way of presiding over such functions or otherwise. The above ban will apply to wives of Government servants also.

2. The ban will cover items like Local Development Works also. The Government are aware that in connexion with development activites, participation in functions like these has been, in recent years, one of the factors of assessment of an officer's contact with the public but they wish to make it clear now that what is important is really the frequency of visits to villages, and inspections in villages, and not mere ceremonial participation, and that officers are expected to make such frequent visits and inspections and to do that more effectively now that, by this order, they are being released from mere ceremonial obligations. It is open to them, however, if they wish, merely to attend ceremonial functions with which they do not prominently associate themselves.

3. The ban will not apply in the following cases:—

(i) functions in Government institutions where the functions are sponsored by Government servants;

(ii) approved activities like those of Red Cross, Ambulance, S.P.C.A., Discharged Prisoners Aid Society, etc., where Government servants have been allowed to be members or office bearers, but participation in such functions will be limited to merely presiding at or addressing ordinary public meetings convened under the auspices of those associations; and

(iii) usual celebrations of clubs and associations of which Government servants are members.

(97)

MEMORANDUM No. 151975-RDP-I/57-9, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH SEPTEMBER 1957.

[Community Development Programme—Modification of Community Development and National Extension Service—Programme to suit special areas—Instructions—Issued.]

[*Reference.*—(i) From the Government of India, Ministry of Community Development, dated 21st December 1956, No. MCD/1 (23)/P/56; (ii) Government Memorandum No. 151975-RDP-I/56-1, Public (Rural Development Projects), dated 19th January 1957; and (iii) Government Memorandum No. 151975-RDP-I/56-3, Public (Rural Development Projects), dated 19th February 1957.]

In the memorandum cited, while communicating a copy of the letter of the Government of India, Ministry of Community Development, first cited, the Collectors of the districts were requested to report the special steps necessary for improving upon the standard pattern of development under the programme in respect of the existing blocks to suit local conditions, and also the nature of locality in which the different blocks are situated. From the reports so far received, it is seen that there are no exclusively tribal blocks requiring special treatment contemplated in paragraph 4 of the letter first cited except in the case of the Gudalur block in the Nilgiris, which is partly tribal. In the case of certain blocks, some modifications and adjustments have been proposed in the light of the suggestions of the Government of India contained in paragraph 2 of their letter cited. Agreeing with the suggestions made by the Government of India in their letter cited, the Government issue the following instructions for the guidance of the Block Development Officers in drawing up the block programme :—

(1) In the case of the blocks already taken up and for which overall plans have been approved by the Government, the Block Development Officers, in consultation with the Block Advisory Committees concerned, may propose changes, and adjustments to suit local conditions, where necessary, in the light of the suggestions contained in the letter of Government of India cited (copy enclosed) and obtain the approval of competent authorities for the execution of the programmes. In respect of cases, where the orders of Government on any specific issue do not approve of any course of action which the Collectors would like to follow with reference to the present instructions, such cases should be brought to the notice of the Government for their orders.

(2) In the case of the new blocks, for which overall plans have not yet been drawn up or have been drawn up but not yet approved by the Government, the Block Development Officers should draw up the programme taking into consideration the suggestions contained in the letter of the Government of India, to suit

the locality in which the blocks are located or suggest modifications to the plan. In all cases, the variations and adjustments required to be made in the programme, should be brought to the specific notice of the authority approving the overall plan.

ENCLOSURE.

Letter from the Deputy Secretary to the Government of India, Ministry of Community Development, New Delhi, to the Development Commissioner of all States, dated 21st December 1956, No. MCD|1 (23)|P|56.

[Modification of the Community Development and National Extension Service Programme to suit special areas, viz., Tribal Area, Hilly area, Wet area, Dry area, etc.]

Please refer to item 10 of the Minister's monthly letter S. No. 6|56, dated July 16, 1956, in which it was stated:—

"*Pattern of Development.*—So far there has been one single pattern of development under National Extension Service and Community Development Programme, which has been applicable generally to the whole of India with local modifications such as local initiative could attempt. As printed word has a special sanctity of its own in the eyes of all of us, somehow the standard pattern influences all our thinking. In the Community Projects Administration, we are now working out four different patterns of development for:

(i) Coastal humid areas;
(ii) the plains areas;
(iii) the mountain and hilly areas; and
(iv) the aboriginal areas.

The hope is that these will provide further stimuli to local adjustments in the programme which individual areas invariably demand. We would like you to do some thinking on this line. We shall send you our thinking in the form of a draft paper not long from now".

2. The subject has since been considered further in this Ministry. India is a vast country with different geographic, climatic, ecological and cultural conditions and a uniform pattern of development is, therefore, not likely to be equally effective in the whole country. While broad schematic budgets for Community Development and National Extension Service Blocks have their advantage, it is felt that the special problems in different types of areas, such as tribal, hilly, humid and dry areas should necessarily receive special attention and may call for some modification of the Block budget. Some instances of the items of work which, in the opinion of this Ministry, may require special emphasis are suggested below:—

Hilly area	1 Communications; 2 water-supply for irrigation, terrace cultivation; 3 fruit growing; and 4 Public Health measures.
Dry area	1 Drinking water-supply; 2 sheep-breeding; 3 demonstrations in the techniques of dry farming; and 4 communications.
Humid area	1 Housing; 2 sanitation—Public Health measures with special reference to remedies for diseases like cholera, small-pox, etc., prevalent in congested areas; and 3 development of cottage industries with a view to providing ancilliary occupations and relieving pressure on land.

3. You may kindly consider these suggestions further; if you find them suitable, with such additions or modifications as may be required, you may issue necessary instructions to Block Development Officers who will no doubt consult the Block Advisory Committees concerned and propose changes and adjustments

in the programme. The funds provided under "Agriculture Extension and Animal Husbandry" and "Irrigation and Reclamation" in the schematic budgets of the Community Development and National Extension Service Blocks may not however be diverted to other heads of the programme as already stated in this Ministry's letter No. MCD|1 (19)|P|56, dated 1st November 1956.

4. Regarding tribal areas, you will recall that a pattern of development has already been recommended by the Nainital Conference—vide recommendation under item 3 (*f*) of the main recommendations and conclusions of the Fifth Development Commissioners' Conference, circulated under letter No. CPA|21 (4)| P|56, dated 9th June 1956. A separate communication will be sent to you shortly on this subject, in consultation with the Ministry of Home Affairs.

5. Action taken on the above suggestions may kindly be intimated at an early date. A list of blocks located in the tribal, hilly, dry and humid areas in your State may also be forwarded to this Ministry.

(98)

MEMORANDUM No. 67501-RDP-I/57-3, PUBLIC (RURAL DEVELOPMENT PROJECT), DATED 10TH SEPTEMBER 1957.

[Community Development Programme—Monthly serial letter of Sri S. K. Dey, Union Minister of Community Development—June 1957—Extracts relating to "Work and guidance in the field"—Communicated.]

[*Reference.*—(1) From Sri S. K. Dey, Minister of Community Development, Government of India, New Delhi, dated 2nd June 1957, No. Sl. 6/57 ; (2) Memorandum No. 41038-RDP-/I/57-1. Public (Rural Development Projects), dated 23rd April 1957; and (3) Memorandum No. 69036-RDP-I/57-1, Public (Rural Development Projects), dated 3rd August 1957.]

Extracts from item 6 "Work and guidance in the field" of the letter first cited are communicated to the Heads of Departments and Collectors of the districts. In this connection, attention is invited to the Government memorandum second and third cited wherein instructions have been issued that the Heads of Departments should tour the Community Development and National Extension Service areas for atleast five days in each month and meet and discuss regularly with the Block Development Officers and other field staff their problems and difficulties and suggest concrete solutions. The Government wish to reiterate the instructions already issued. The attention of the Heads of Departments concerned is also invited to the observations made by the Union Minister of Community Development in the extracts now communicated, viz., that if such meetings can be called by all the Heads of Departments on the basis of a planned programme, covering all the districts, the tempo of the programme will receive a new push. The Heads of Departments are required to follow these instructions carefully.

ENCLOSURE.

EXTRACTS FROM THE LETTER FROM SRI S. K. DEY, MINISTER FOR COMMUNITY DEVELOPMENT, NEW DELHI, TO THE CHIEF SECRETARY TO GOVERNMENT AND DEVELOPMENT COMMISSIONER, MADRAS, SERIAL No. 6/57, DATED 22ND JUNE 1957.

* * * *

6. *Work and guidance in the field.*—The acute neglect that I discover in our administrative guidance to the field is due to the absence of adequate supervision

technical as well as administrative. The programme has grown far beyond the personal attention of individual Development Commissioners or their deputies. Collectors, as we know, are busy with their day to day problems. It is of the utmost importance that Collectors be supported by visits to districts of the heads of departments. When heads of departments are in the districts they should call a meeting of all the Extension Officers up to the Block level for discussion on the programme in the presence of the Collector. If this can repeat for all the departments on the basis of a planned programme covering all the districts, not only the question of administrative co-ordination at all levels but even the tempo of the programme will receive a new push.

* * * *

(99)

G.O. Ms. No. 2705, PUBLIC (RURAL DEVELOPMENT PROJECTS) DATED 17TH SEPTEMBER 1957.

[Community Development Programme—Conversion of 1953–54 National Extension Service Blocks into Community Development Blocks for intensive development—Provision of funds for expenditure on personnel—Government of India letter communicated.]

READ—the following paper :—

From the Government of India, Ministry of Community Development, P.C., dated 29th June 1957, No. 2 (8)/57.

Order—No. 2705, *Public (Rural Development Projects), dated* 17*th September* 1957.

A copy of the letter cited with the enclosures thereto is communicated to all Collectors and Block Development Officers for information and necessary action.

2. They are also informed that, though provision has been made for three vehicles under item "I (b) Transport" the Annexure I to G.O. Ms. No. 3282, Public (Rural Development Project), dated 4th October 1956, the Community Development Blocks of 1953–54 and subsequent series are entitled to only two vehicles.

ENCLOSURE.

Letter from the Under Secreatary to the Government of India, Ministry of Community Development, New Delhi, to all Development Commissioners of States and Union Territories (except Bombay), dated June 29, 1957, No. 2 (8)|57-P.C.

[Conversion of 1953–54 National Extension Service Blocks into Community Development Blocks for intensive development.]

A copy of the (1) letter No. CDB 1257-21449-G, dated May 15, 1957, from the Government of Bombay, to the Ministry of Community Development, and (2) letter No. 2 (8)|57-PC., dated June 4, 1957, from Ministry of Community Development to Government of Bombay, correspondence is enclosed for information and guidance.

SUB-ENCLOSURES.

(i)

Letter from Shri G. Z. VANJARA, B.A. (Hons.), Assistant Secretary to the Government of Bombay, Political and Services Department, to the Under Secretary to the Government of India, Ministry of Community Development, New Delhi, dated 15th May 1957, No. CDB. 1257-21449-G.

[Conversion of 1953–54 National Extension Service Blocks into Community Development Blocks for intensive development.]

I am to invite reference to paragraph 1 (ii) of the Community Project Administrations letter No. CPA|4|P|55, dated the 22nd April 1955, and to say

that the implication of this paragraph as the State Government understood it, is that a total provision of

Rs. $\frac{\text{15·50 lacs (converted blocks of 1955–56 series).}}{\text{12·50 lacs (converted blocks of 1956–57 and onward series).}}$

will be available for a converted Community Development Block during the project period. It, however, appears from the remarks offered on the programme and budget estimate of the Risod Community Development Block contained in Government of India's letter No. MCD-4 (5)-Bd.|56, dated the 31st December 1956, that though the total ceiling limit of expenditure under 'Personal' including other recurring expenditure is raised by Rs. 50,000 per block the total provision for a converted Community Development Block is limited to Rs. 15|12 lakhs. As the matter is not free from doubt, I am to request you to state specifically whether the interpretation taken by the State Government is correct or the total expenditure in any case has to be limited to the over all ceiling of Rs. 15|12 lakhs.

(ii)

Letter from the Government of India, Ministry of Community Development, to the Assistant Secretary to the Government of Bombay, Political and Services Department, Bombay, dated New Delhi, the 4th June 1957, No. 2 (8)|57 P.C.

[Conversion of 1953–54 National Extension Service Blocks into Community Development Blocks for Intensive Development.]

Please refer to your letter No. CDB 1257-2144-G, dated May 15, 1957, on the above subject. The position is that the "Total" expenditure ceiling in respect of Community Development Blocks of 1955–56 series is limited to Rs. 15 lakhs. The intention of paragraph (ii) of this Ministry's Circular letter No. CPA|4|D|55, dated 22nd April 1955 has been clarified in our letter No. MCD-4 (5)|Bd|56, dated 31st December 1956, as quoted in your letter under reference (copy enclosed).

2. As regards National Extension Service blocks converted into Community Development blocks during the second plan period, the recurring expenditure that will continue to be incurred on "personnel" retained on National Extension Service pattern after conversion of such blocks will be treated as "Committed" and not "Development" expenditure in accordance with the instructions contained in this Ministry's letter No. MCD-38 (2)|Bd.|56, dated 11th January 1957. This expenditure is to be met from the normal revenue budget of the State Government and should not be debited to block budget. In the circumstances, the concession allowed in paragraph (ii) of our letter, dated 22nd April 1955, is not applicable to these blocks and the entire expenditure on "personnel" incurred at the National Extension Service stage in respect of such blocks will have to be taken into account in working out the net amount of funds available for exenditure on personnel during intensive phase from the ceiling of Rs. 2·0 lakhs. The overall ceiling of Rs. 12 lakhs for total expenditure on a converted Community Development block including the expenditure incurred during National Extension Service stage will remain intact and should not be allowed to exceed. It is hoped the position will now be clear to you.

ENCLOSURE TO SUB-ENCLOSURE (ii).

Letter from the Government of India, Ministry of Community Development, to the Under Secretary to the Government of Madhya Pradesh, Planning and Development Department, Bhopal, dated New Delhi, 31st December 1956, No. MCD-4 (5)|Bd.|56.

[Programme and Budget Estimates—Risod Community Development Block.]

Please refer to your letter No. 973|3530|xxi|Dev.-II, dated 5th October 1956, addressed to the Deputy Development Commissioner, Akola, on the above subject.

The following remarks are offered in this connection:—

(i) The expenditure on personnel including other recurring expenditure incurred at National Extension Scheme stage has not been included in the budget estimates. In this connection it is pointed out that the intention of paragraph (ii) of this Ministry's Circular letter No. CPA|4|P|55, dated 22nd April 1955, is that such expenditure up to the limit of Rs. 50,000 is not to be taken into account for the purpose of determining the additional funds in

respect of recurring expenditure on personnel in the converted block but it is to be included in the overall 'Other than Loan' expenditure to be provided for in the budget estimates of the converted Community Development block, it is, therefore, necessary that this expenditure should also be taken into account for purposes of determining the additional 'Other than Loan' funds available for intensive development and it should be ensured that the overall 'Other than Loan' expenditure as also the 'Total' expenditure including the expenditure at the National Extension Service stage does not exceed the schematic ceiling prescribed therefor.

(ii) Provision has been made in the budget estimates for three vehicles. In this connection your attention is invited to this Ministry's letter No. CPA|8|115|55, dated 7th February 1956, according to which Community Development blocks of 1953-54 and subsequent series are entitled to only two vehicles.

(iii) Provision of Rs. 24,000 under 'Dollar' has been made for tractors under 'A.H. and Agricultural Extension'. According to this Ministry's letter No. CPA|S|PL|234|55, dated 27th December 1955, tractors and other heavy equipment will not be taken up for supply under the Technical Aid Programme. State Governments may, however, include in the budget estimates only those items of equipment which are eligible for import under the Indo-United States Technical Aid Programme.

2. It is, therefore, requested that the budget estimates may be modified in the light of the above remarks under advice to this Ministry.

(100)

G.O. Ms. No. 2706, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 17TH SEPTEMBER 1957.

[Community Development Programme—Post-intensive phase—Maintenance of facilities established under the programme at the intensive stage—Instructions.]

READ—the following papers :—

G.O. Ms. No. 30, Public (Rural Development Project), dated 4th January 1955.

G.O. Ms. No. 2894, Public (Rural Development Project), dated 16th September 1955.

G.O. Ms. No. 1308, Public (Rural Development Project), dated 5th April 1956.

Letter from the Government of India, Ministry of Community Development, dated 3rd June 1957, No. 1 (20)/56-PC.

Order—No. 2706, *Public (Rural Development Projects), dated* 17*th September* 1957.

An extract of paragraph 2 (II) of the recommendations and conclusions of the Sixth Development Commissioners' Conference held in May 1957 communicated in the letter of the Governmnet of India last cited is communicated to all Heads of Departments, Collectors and Block Development Officers of the 19 Community Development Blocks (1st April 1955 series). As these 19 Community Development Blocks will be completing their three year period of intensive development on 31st March 1958, the Heads of Departments and Collectors are requested to take special steps, in advance, as stated in the extracts, to settle the agency for the maintenance of facilities established during the intensive stage

under the different heads like Animal Husbandry, Health, Communications, etc., in the post-intensive phase of these blocks. Their attention is also invited, in this connection, to the orders issued in the Government Orders cited.

Similarly, steps should be taken in sufficient time in respect of all Community Development Blocks which will revert to the post-intensive stage in the future.

ENCLOSURE.

EXTRACT OF PARAGRAPH 2 (II) OF THE RECOMMENDATIONS AND CONCLUSIONS OF THE SIXTH DEVELOPMENT COMMISSIONERS' CONFERENCE HELD IN MAY 1957.

* * * *

(II) The maintenance of facilities established under the Community Development Programme should be the responsibility of the Local Authorities and of the Government Departments concerned. This responsibility should be settled in advance so that there would be no difficulty regarding the agency for maintenance after the work is completed. In some areas where Local Authorities do not exist, it might be necessary to utilize the agency of the Block staff for maintenance of village roads, etc. The funds for such maintenance will have to be found from the funds of the concerned departments.

* * * *

(101)

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MEMORANDUM No. 99720, RDP-I/57-1, PUBLIC (RURAL DEVELOPMENT PROJECT), DATED 24TH SEPTEMBER 1957.

[Community Development Programme—Block staff meetings—Inclusion of half a day discussion on a particular book, manual, etc.—Instructions.]

[*Reference.*—(1) Government Memorandum No. 24243, RDP-I/57-1, dated 16th April 1957 and (2) Letter from the Government of India, Ministry of Community Development, New Delhi, dated 11th September 1957, No. 5 (12)/57-TG.]

In continuation of the memorandum first cited, a copy of the letter second cited is communicated to all concerned for necessary action.

ENCLOSURE.

Letter from the Under Secretary to the Government of India, Ministry of Community Development, New Delhi, to the Development Commissioners of all State Governments and the Chief Commissioners of all Union Territories, dated 11th September 1957, No. 5 (12)|57-TG.

[Block staff meetings—Inclusion of half a day discussion on a particular book, manual, handbook, etc.]

An extract from monthly letter No. 2|57, dated the 6th March 1957, from Shri S. K. Dey, Minister for Community Development, is reproduced below:—

"We have agreed that an effective method for adding to the knowledge of our technical staff and getting them re-oriented to the new task, is to encourage study by them of literature which is exclusively designed for our programme. Here again, mere pious wishes will serve no purpose. These have to be translated into tangible administrative measures. I would strongly recommend block staff meetings in the future to include about half a day of discussion in every session

on a particular book, manual, handbook or pamphlet issued by the Community Project Administration from the Centre or from the States. If we follow this up systematically, the results in a year should stagger our own expectations."

2. It is requested that steps may kindly be taken to include in the programme of Block staff meetings half a day discussion in every session on a particular book, manual, handbook or pamphlet issued from the Centre or from the State and action taken in the matter may please be communicated to this **Ministry**.

(102)

G.O. Ms. No. 2785, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 30TH SEPTEMBER 1957.

[Community Development Programme—Post-intensive blocks—Percentage of people's contribution in the case of "Local Works"—Instructions—Issued.]

READ—the following papers :—

G.O. Ms. No. 3241, Public (Rural Development Projects), dated 28th September 1956.

G.O. Ms. No. 4111, Public (Rural Development Projects), dated 6th December 1956.

Letter from the Government of India, Ministry of Community Development, dated 13th June 1957, No. 1 (13)/57-PC.

Order—No. 2785, *Public (Rural Development Projects), dated* 30*th September* 1957.

The recommendations and conclusions of the Sixth Development Commissioners' Conference held in May 1957 on the question of execution of the "Local Works" in the post-intensive phase of the Community Development Programme reads as follows :—

"In view of the fact that a wide measure of disparity in regard to the facilities provided existed betweeen different villages in a block, special attention will have to be paid to the removal of this disparity to avoid frustration on the part of the less fortunate villages. Preference should be given to such villages in carrying out local works in the post-intensive stage, and a certain amount of flexibility in regard to the scale of people's contribution for Local Works be allowed in their case".

The Government of India, Ministry of Community Development, have stated that they have no objection to a reduction in the prescribed scale of people's contribution for Local Works, at the post-intensive phase in the case of villages which have had no development under the Community Development Programme during the intensive phase.

2. In view of the above, the following further instructions are issued in continuation of the instructions issued in G.O. Ms. No. 3241, Public (Rural Development Projects), dated 28th September 1956 :—

(*a*) In paragraph 3 of the Government Order, instructions have been issued fixing the scale of voluntary contributions from the people for each item of work executed under "Local Works" in the post-intensive phase at two-thirds for the first year and three-fourths for the second and third years. The Government now direct that, in the case of the villages, where not much benefit was derived under the Community Development Programme during the intensive phase, the people's contribution may be limited to 50 per cent at the discretion of the Block Development Officers from the current year (1957–58).

(*b*) In paragraph 4 of the same Government Order, the Government expenditure on any one item of work referred to in (*a*) above was limited to Rs. 1,000 (rupees thousand only). The Government now direct that this limit be raised to Rs. 2,000 (rupees two thousand only) or 50 per cent on any one item of work, whichever is less. The Government grant should be pitched as low as possible so as to attract the maximum contribution from the villagers.

3. The above instructions should be read in conjunction with those issued in the Government Orders cited.

APPENDIX II—COMMITTEES.

(26)

ENDORSEMENT No. 19847-RDP-I/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED THE 21ST FEBRUARY 1956.

Copy communicated to all Project Executive Officers and Block Development Officers.

ENCLOSURE.

G.O. Ms. No. 466, *Public (Elections-III), dated the 8th February* 1956.

[Legislature—Members of Parliament serving on Committees constituted by State Government—Regulation of travelling allowance claims—Instruction of Government of India—Recorded.]

READ—the following paper:—

Memorandum of the Government of India, Ministry of Finance, New Delhi, and copy endorsed to, dated 1st *July* 1955, *No.* F3 (3)-*E-II*|55.

[Travelling allowance of non-officials appointed to committees and commissions—Case of Members of Parliament—Modification on account of possession by Member of Parliament of a free first-class railway pass.]

The undersigned is directed to refer to this Ministry's officio Memorandum No. 10 (2)-E-II|51, dated 12th April 1951, and to say that the question how far the terms of travelling and daily allowances to be given to Members of Parliament who are appointed to committees and commissions set up by the Government of India require modification is under consideration consequent on the passing of the Salaries and Allowance of Members of Parliament Act, 1954, and the Salaries and Allowances of Members of Parliament (Amendment) Act, 1955. The Acts govern the pay and allowances payable to the Members of Parliament for business concerned with their Membership of Parliament, and when they attend to the work of committees and commissions set up by Government they are governed by the orders of 12th April 1951 as modified from time to time. Generally they are treated as Grade I officers of Government entitled to travel first-class where there is provision for it or air conditioned class provided they pay the difference between the first-class fare and the fare for air conditioned class. Pending any general revision of the terms to be given to Members of Parliament when they attend to the work of committees and commissions set up by Government, it is pointed out that under the Salaries and Allowances of Members of Parliament Act, 1954, and the Salaries and Allowances of Members of Parliament (Amendment) Act, 1955, each Member of Parliament is provided with a free first-class pass which he can use for travel throughout India. The Government of India expect them to use this pass even when they travel on business of committees and commissions, that is, on work not connected with their membership of Parliament.

The incidentals will, until further orders, be payable at 12 pies per mile for all rail travel as laid down in Office Memorandum No. F. 3 (9-E-II|54, dated the 19th May 1954.

Order—No. 466, *Public (Elections), dated 8th February* 1956.

Recorded.

2. For attending meetings of committees constituted by the State Government, Members of Parliament will not be granted any railway fare, as the Members can use the free first-class pass granted by the Government of India. The Members should, however, be granted the usual daily allowance, fractional railway fare, etc., if admissible as for other Members of hte Committee.

(27)

G.O. Ms. No. 1134, PUBLIC (PLANNING AND DEVELOPMENT), DATED 21st MARCH 1956.

[Planning and Development—Constitution of Village Development Committees in Panchayats areas—Position clarified.]

READ—the following papers :—

G.O. Ms. No. 1090, Public (Planning and Development), dated 30th March 1955.

G.O. Ms. No. 467, L.A., dated 5th April 1955.

Letter from the Collector of South Kanara, dated 30th June 1955, No. M5 1349/55.

Letter from the Inspector of Municipal Councils and Local Boards, dated 13th July 1955, No. 15887/55-E3.

Letter from the Inspector of Municipal Councils and Local Boards, dated 16th August 1955, No. 15887/55-E3.

Letter from the Collector of North Arcot, dated 20th August 1955, No. H4-17836/55.

Order—No. 1134, *Public (Planning and Development), dated* 21*st March* 1956.

In G.O. Ms. No. 1090, Public (Planning and Development), dated 30th March 1955, the Government have ordered that in villages for which statutory panchayats have been constituted, the panchayats should be utilised to the maximum extent possible for planning purposes and that they should form the nucleus of the planning agency. It has been ordered however that where a panchayat is not fully representative of all sections of the villagers, suitable persons chosen in consultation with the villagers as a whole should be co-opted to form the Village Development Committee. The Village Munsif and the Karnam are also members of these committees. These committees are formed by the Revenue Department staff (or the Village Level Workers) and the names of the members of the Committees are approved by the Tahsildars. These orders apply to minor panchayats areas only. (In the major panchayats areas, the panchayats will be the Development Committees for those areas).

2. In G.O. Ms. No. 467, L.A., dated 5th April 1955, orders have been issued to the effect that in panchayat areas covered by the National Extension Service, Community Development and Local Development Works Programme, each panchayat in the area should constitute itself into a Development Committee under the rules issued under section 112 (2) (iv) of the Madras Village Panchayats Act, 1950, to attend to Village Development Works, co-opting, if necessary, a few other villagers to serve on the committee. With reference to these orders the Inspector of Municipal Councils and Local Boards has issued instructions to the District Panchayat Officers and Deputy Panchayat Officers regarding the constitution of Development Committees of the panchayat in their jurisdiction.

3. The Inspector of Municipal Councils and Local Boards and the Collectors of North Arcot and South Kanara districts have raised the question of formation of Village Development Committees in panchayat areas with reference to the two Government Orders referred to in paragraphs 1 and 2 above, and have asked for clarification of the position. At the meeting of the Rural Development Board held on 5th December 1955, the Inspector of Municipal Councils and Local Boards stated that in some cases, Collectors were nominating to the informal Village Development Panchayats persons defeated at the regular elections and that this has created more factions in the villages.

4. The Government have carefully examined the question and they pass the following orders :—

The Development Committees envisaged in G.O. Ms. No. 467, L.A., dated 5th April 1955, may not always be suitable for planning purposes as the rules governing the constitution of those committees do not permit the co-option of the Village Headman and the Karnam as members of the committees and the nomination, by the Collector, of other villagers as members, in order to make the committees fully representative of all sections of the village. Every effort will of course be made to make the fullest use of the statutory panchayats where they exist and, where they are suitable, they will automatically form the nuclii of the planning bodies. There will however be some panchayats whose working or composition is not satisfactory. In such cases, the Collector who is the officer in general control of development work in the district should have a say as to how the development committee for a village should be constituted. There is no inherent conflict between the orders issued in G.O. Ms. No. 1090, Public (Planning and Development), dated 30th March 1955, and those issued in G.O. Ms. No. 467, L.A., dated 5th April 1955, as the latter orders also contemplate other villagers being co-opted to statutory panchayats. The Government accordingly direct that *ad hoc* development committees may continue to be constituted by the Revenue authorities wherever necessary under the orders issued in G.O. Ms. No. 1090, Public (Planning and Development), dated 30th March 1955. But the constitution for this purpose of a body which is totally different from the statutory panchayat should be resorted to only in the most exceptional circumstances.

(28)

MEMORANDUM No. 95192-R.D.P.-I/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 20TH AUGUST 1956.

[Community Development Programme—Recommendations and conclusions of Fifth Development Commissioners' Conference—Extract communicated.]

An extract from the main recommendations and conclusions of the Fifth Development Commissioners' Conference is communi-

cated to all Collectors, Project Executive Officers and Block Development Officers under Community Development and National Extension Service for information and necessary action.

ENCLOSURE.

EXTRACT FROM THE MAIN RECOMMENDATIONS AND CONCLUSIONS OF FIFTH DEVELOPMENT COMMISSIONERS' CONFERENCE HELD AT NAINITAL IN 5TH TO 7TH MAY 1956.

* * * * *

5. (a) *Vitalisation of Project Advisory Committees|Block Advisory Committees.*—The following suggestion was made by Community Projects Administration regarding the non-official composition of the Block Advisory Committee:—

(i) All presidents of the panchayats within the block.

(ii) Members of Parliament and Members of the State Legislature from within the block.

(iii) A representative of the co-operative societies functioning in the block.

(iv) A representative of the women's organizations, if any, in the block.

(v) A member from any other social service institutions or associations functioning within the block such as Bharat Sevak Samaj.

NOTE.—In the case of blocks which have a very large number of panchayats, say above 15, the presidents will elect from amongst themselves not more than 20 and not less than 15 to sit on the Block Advisory Committees.

Members of the Central and State Legislatures will be ex-officio members of these committees.

This was accepted. The need for bringing in representatives from certain other fields, e.g., Gram Sabhas in Uttar Pradesh, was also recognized. The disadvantages that arise from having a somewhat unwieldy Block Advisory Committee are outweighed by the advantages which will arise from a fuller representation of all the village institutions and other interests in these advisory committees. It was suggested that there should be an annual meeting, the date for which should be fixed sufficiently in advance and intimated to all members, at which the annual programme of work should be considered and also as many important items as are not of an emergent nature. This annual meeting should be followed by another meeting after six months, the date for which should also be fixed sufficiently in advance, wherein the progress of work should be reviewed. This procedure should enable Members of the Lok Sabha to participate, if they wanted to, in at least two important meetings of the Block Advisory Committee in a year. The dates for other meetings of the committee should be communicated to all concerned well in advance.

* * * *

(29)

G.O. Ms. No. 3767, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 7TH NOVEMBER 1956.

[Planning Commission—State Social Welfare Advisory Board—Revised regulations—Issued.]

READ—the following papers :—

G.O. Ms. No. 2061, Public (R.D.P.), dated 20th October 1954.

G.O. Ms. No. 530, Public (R.D.P.), dated 22nd February 1955.

Letter from the Central Social Welfare Board, New Delhi, dated 8th December 1955, No. GSWB/RR/55.

Order—No. 3767, *Public* (*Rural Development Projects*), *dated 7th November* 1956.

In the Government Order first read above regulations governing the State Social Welfare Advisory Board were issued together with a set of model bye-laws. The Central Social Welfare Board in the

letter third cited have sent a copy of a model set of rules and have requested the State Government to modify their existing rules, if any, so as to fall in line with those model rules.

The Government have considered the matter and direct that State Social Welfare Advisory Board be governed by regulations given in Annexure I to this order in supersession of all previous orders, from the date of this order.

ANNEXURE.

NEW SET OF REGULATIONS.

Regulation No. 1.—The regulations may be called the "Regulations of the State Social Welfare Advisory Board".

Regulation No. 2.—In these regulations—

(i) unless the context otherwise requires "The Board" means the "State Social Welfare Advisory Board";

(ii) unless otherwise stated "Member" means a "Member of the Board" and includes the 'Chairman'.

Regulation No. 3—*Functions.*—(i) To act as media for exchange of information between the field and the centre and *vice versa.*

(ii) To invite, receive, examine and recommend to the Central Social Welfare Board applications for grants-in-aid from voluntary welfare institutions.

(iii) To supervise generally and report on the working of the aided institutions.

(iv) To advise and assist the Central Board in sponsoring new Welfare Programmes and activities wherever they are needed within their States.

(v) To advise the State Government on the welfare activities undertaken by the various departments of the State Government.

(vi) To undertake such other activities as may be conducive to the fulfilment of these objectives.

Alteration or expansion of the purposes of the Board.—Subject to the previous approval of the Government of Madras, the Board may alter, extend, or abridge any purpose or purposes for which it is established: provided that it carries out the procedure prescribed in this behalf by the Government of Madras.

Regulation No. 4—*Membership.*—The Board shall consist of such number of members as may be decided by consultation between the State Governments and the Central Social Welfare Board from time to time. Half this number excluding the Chairman will be nominated by the Central Social Welfare Board and the other half of the State Government. The Chairman shall be appointed by joint consultation with the Chairman of the Central Social Welfare Board and the State Government.

Regulation No. 5—*Duration of membership.*—(i) When a person is appointed as a member of the board by virtue of an office or appointment, he or she holds, his or her membership of the board will terminate when he or she ceases to hold that office or appointment.

(ii) A member of the board shall cease to be a member if he or she dies, resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude.

(iii) A resignation of membership shall be addressed to the Chairman of the Board and shall not take effect until it is accepted on behalf of the Board by the Chairman, after she has obtained the approval of the authority which nominates the member.

(iv) Any vacancy in the membership shall be filled by nomination by the authority which nominated the out-going member.

Regulation No. 6—*Remuneration to member.*—(i) Save with the previous sanction of the Government of Madras and the Central Social Welfare Board no remuneration other than travelling allowance and halting allowances shall be paid to any member of the Board on account of her services as such.

(ii) A member of the Board who is not an official shall be entitled to draw in respect of any journey performed for the purpose of attending a meeting of the Board, or a duly constituted sub-committee or panel thereof such travelling allowance or halting allowances as would be admissible in respect of such journeys to non-official members of first-class Government Committees. Official members of the board will draw travelling allowance admissible to officers of their respective grades in Government service.

Regulation No. 7—Membership roll.—The Board shall keep a roll of members and every member of the said Board shall sign the roll and shall state therein his or her rank or occupation or address.

Change of address.—If a member of the Board changes his or her address, he or she shall notify his or her new address to the Secretary who shall thereupon enter the new address in the roll of members but if he or she shall fail to notify the new address the address in the roll of members shall be deemed to be his or her address.

Regulation No. 8—Office bearers of the Board.—(i) The officers of the Board shall be the Chairman and Treasurer. The Chairman shall be appointed as provided for in the Rule 4 above. The Secretary and Treasurer shall also be appointed by the Government of Madras in consultation with the Chairman of the Board.

(ii) The Board may make such other appointments as are necessary to enable it to discharge its functions efficiently subject to the general items to be prescribed in their behalf with prior approval of the Government of Madras.

Regulation No. 9—Standing Committee.—(i) There shall be a Standing Committee of the board.

(ii) The Standing Committee of the board shall consist of the following:—

(1) Chairman.

(2) Two non-official members of the board nominated by the Chairman.

(3) Treasurer.

(iii) The Standing Committee shall have the management of all the affairs and funds of the board within the limits and directions prescribed by the board.

Regulation No. 10—Board's office.—(i) The office of the board shall be situated in Madras.

(ii) The board shall have an office with an office secretary and such other posts as may be sanctioned by the Central Social Welfare Board. The Office Secretary shall keep a record of the board's meetings and shall perform such other secretarial duties as directed by the board.

(iii) The board shall provide a seal and also provide for its safe custody.

Regulation No. 11—Ordinary meetings.—(i) Ordinary meetings of the board shall be convened as often as necessary but not more than three months shall elapse between two such meetings.

(ii) Not less than ten days' notice of an ordinary meeting shall be given to the members of the board.

(iii) Four or one-third of the members, whichever number is more present in person shall constitute the quorum.

(iv) All meetings of the board shall be convened by the Chairman.

(v) If the Chairman is not present at any meeting of the board, the members present shall elect one from among themselves to preside over the meeting.

Regulation No. 12—Extraordinary meetings.—Extraordinary meetings can be convened at any time at five days' notice—

(1) By the Chairman of the board and

(2) at a written request to the Chairman signed by at least four members.

Regulation No. 13—Powers of the board.—(i) The board shall have the power with the sanction of the Government of Madras to make such bye-laws as they shall think proper for the preparation and sanction of the budget estimates, the sanctioning of expenditure, entering into contracts, investment of the funds of the board and the sale or alteration of such investments and any other purpose that may be necessary.

(ii) The board may by resolution appoint sub-committees and for panels of experts to deal with specific problems for such purpose and with such powers as the board may think proper.

(iii) The board may by resolution delegate to sub-committee, the Chairman or other office bearers such of its powers for the conduct of its business as it may deem fit, subject to the conditions that the action taken by any sub-committee the Chairman or other office bearers under the powers delegated to them by this regulation shall be reported for confirmation at the next meeting of the board.

(iv) The board may by resolution delegate to any officer of the board such routine or administrative financial powers as it may deem fit.

Regulation No. 14—Appointment.—(1) All appointments of officers of the board shall be made by the Chairman, under the general conditions of the board

and the Government of Madras. An appointment to a post for which the maximum salary exceeds Rs. 200 per mensem shall not be made without the previous sanction of the Government of Madras.

(2) The Chairman will have full authority to promote, degrade or dismiss an officer or servant of the board subject to any general directions of the board in this behalf.

(3) The grant of leave, pay and allowances to Government servant whose services have been lent to the board shall be regulated in accordance with the rules framed by the Government of Madras in respect of persons transferred to foreign service.

(4) The grant of leave, pay and allowances to officers and servants of the board who are not Government servants shall be regulated by the board in accordance with the rules to be framed by the board in this behalf provided that the terms are not more favourable than those applicable to similar classes of servants of the Madras Government.

Regulation No. 15—*Budget.*—(i) The board shall in each year submit its budget for the ensuing year for the sanction of the Government of Madras on or before such date as may be prescribed by Government.

(ii) The budget shall be in such forms as the Government of Madras may direct and shall include statements of (*a*) the estimated opening balance, (*b*) the estimated receipt from all sources and (*c*) the proposed expenditure classified under appropriate headings.

(iii) Supplementary estimates of expenditure shall be submitted for the sanction of the Government of Madras in such form and before such date as may be directed by them.

Regulation No. 16—*Preparation of budget estimate.*—(i) Not later than the 1st of January in each year the Chairman will prepare detailed estimates of the receipts and expenditure and the anticipated opening and closing balances of the board for the ensuing financial year.

(ii) No provision may be included in the budget estimates for any scheme which has not been duly approved by the board.

(iii) Should it be proposed during the course of a financial year to finance any approved scheme which has not been included in the estimates for that year, the sanction of the board shall be obtained as to the method proposed for financing it, whether it be by means of a supplementary appropriation or by re-appropriation within the sanctioned estimates.

Regulation No. 17—*Sanction of budget estimates.*—Not later than 31st March each year the sanction of the Government of Madras shall be obtained to the budget estimates of the ensuing financial year.

Regulation No. 18—*Bankers.*—The board shall transact and have dealings with any bank approved by the Government of Madras. All funds of the board shall be paid into the board's account with the approved bank and shall not be withdrawn except on cheques signed by the Chairman and countersigned by the Treasurer of the board.

Regulation No. 19—*Custody and disbursement of money.*—The current account of the board shall be kept with a bank by the Government of Madras and all moneys at the disposal of the board with the exception of petty cash and all money placed in fixed deposit or invested in accordance with the provisions hereinafter contained shall be paid into that account.

Regulation No. 20—*Drawal of funds.*—(1) The Chairman and the Treasurer shall be the drawing officers of the boards. Funds will be drawn from the bank in the manner laid down. Cheque books will remain in the personal custody of the Chairman.

(2) There shall be drawn from the bank and placed at the disposal of the Chairman, a permanent advance of Rs. 200 to be recouped as required to meet the petty expenditure of the office of the board.

Regulation No. 21—*Appropriation.*—(i) The funds of the board shall not be appropriated for expenditure on any item which has not been approved by the Central Social Welfare Board.

(ii) The expenditure will be exhibited under the heads intimated by the Central Social Welfare Board from time to time.

(iii) The Chairman shall have the power to sanction subject to existence of budget provision expenditure of a miscellaneous and contingent nature up to an amount not exceeding Rs. 50 (rupees fifty only) in each case and subject to a limit of Rs. 1,000 (rupees one thousand only) during a financial year.

(iv) The funds provided in the sanctioned estimate for any scheme or class of expenditure shall be deemed to be at the disposal of the Chairman who will have full powers to appropriate sums therefrom to meet the expenditure on each such scheme up to the amount sanctioned and provided for it.

(v) The Chairman shall have power to reappropriate funds from one head to the another provided the total sanctioned cost of any scheme is not thereby exceeded.

(vi) The sanction of expenditure will not become operative until there has been an appropriation of funds under these rules.

Regulation No. 22—Accounts and Audit.—The accounts of the board shall be subject to audit and the nature of the audit to be applied and the detailed arrangements to be made in regard to form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed in bye-laws to be framed by the board and approved by the Government of Madras.

Regulation No. 23—Audit and publication of accounts.—(1) The board shall maintain accounts of all receipts and expenditure.

(2) Such accounts shall be audited annually by auditors appointed in this behalf by the Government of Madras and such auditors may disallow any items which in their opinion has been spent otherwise than in accordance with the rules and regulations.

(3) The accounts of receipts and expenditure, the opening and closing balances relating to each financial year, together with the auditor's report thereon shall be submitted to the Government of Madras as soon as may be after the close of that financial year.

(4) The expenditure incurred during the financial year shall be shown separately under the following heads:—

(a) Administration of the Board.

(b) Expenditure in furtherance of the objective of groups or the State Social Welfare Advisory Board classified according to groups or related activities. The detailed sub-heads will be prescribed by the board.

(c) Miscellaneous.

Regulation No. 24—Amendment to the rules.—No amendment to these rules shall be made without the prior approval of the Central Social Welfare Board and the State Government.

Regulation No. 25—Contracts.—The drafts of all contracts involving consideration exceeding Rs. 1,000 shall be submitted to the Government Pleader, Government of Madras, for his advice as to the correctness of their form. Such contracts shall be made in the name of the board and bear its seal.

(30)

ENDORSEMENT No. 5287/R.D.P.-I/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 25TH JANUARY 1957.

Communicated to all Project Executive Officers and Block Development Officers for information.

ENCLOSURE.

G.O. Ms. No. 1, Legislature, dated 9th January 1957.

[State Legislature—Members—Countersignature of travelling allowance bills of Members of the Legislature serving on Government committees whether held in or outside the City of Madras—Instructions issued.]

READ—the following papers:

G.O. Ms. No. 1924, Public (Elections), dated 29th July 1952, G.O. Ms. No. 401, Public (Elections), dated 19th March 1954.

Memorandum No. 1103|56-2, Public (Elections), dated 8th June 1956, from the Accountant-General, Madras, dated 27th August 1956, No. G3|ML|634.

G.O. Ms. No. 3822, Revenue, dated 11th October 1956, and from the Accountant-General, Madras, dated 14th December 1956, No. G3|ML|247.

Order—No. 1, Legislature, dated 9th January 1957.

With reference to the Office Memorandum cited third, and the orders issued in Government Order cited fifth, the Accountant-General, Madras, has suggested in his letters cited fourth and sixth respectively, that in order to prevent double

payment of travelling allowance to Members of the Legislature, who are members of Government committees including the area committees constituted under the Hindu Religious and Charitable Endowments Act, 1951, the Secretary of the State Committee or the officer countersigning the travelling allowance bills of Members should obtain certificates from the Secretary to the Legislature Department as well as the Collector concerned to the effect that no travelling allowance has been paid by him to the Members of Legislative Assembly or Members of Legislative Council for the days in question, in case the meetings are held outside the City of Madras.

After careful examination of the suggestion made by the Accountant-General, Madras, it is considered desirable to prescribe a single authority, viz., Secretary to the Legislature Department, to countersign the travelling allowance bills of Members of the Legislature attending the meetings of Government committees in any part of the State. This will not only simplify the existing procedure but also facilitate speedy disposal of the travelling allowance claims of the Members of the Legislature. Moreover, this will result in the maintenance of single travelling allowance register in the Legislature Department itself wherein all particulars relating to the travelling allowance claims of the Members of the Legislature can be entered for the purpose of easy check and quick verification with a view to avoid double payment of travelling allowance to Members. Hence, in supersession of all previous orders on the subject, the Government direct that the Secretary to the Legislature Department shall be the countersigning authority in respect of all travelling allowance bills of Members of Legislature serving on Government committees, held in or outside the City of Madras.

All heads of departments are requested to issue suitable instructions to their subordinate officers in the matter.

Amendments to the relevant rules issued under section 100 (2) (*t*) of the Hindu Religious and Charitable Endowments Act, 1951, will issue separately from the Revenue Department.

(31)

G.O. Ms. No. 417, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 9TH FEBRUARY 1957.

[National Extension Service—Programme—Approval—Execution of works and schemes pending appointment of non-official members to serve on Advisory Committees—Instructions issued.]

READ—the following paper :—

G.O. Ms. No. 1504, Agriculture, dated 5th March 1954.

Order—No. 417, *Public* (*Rural Development Projects*), *dated* 9*th February* 1957.

According to the orders in force, a Block Advisory Committee consisting of the principal officials of the district and also the member or members of the Legislature representing the area and four non-officials should be constituted for every National Extension Service Block as and when it is launched. The approval of such a committee should also be obtained for the inclusion of works and schemes in the overall plan for the development of the selected block before they are taken up for execution. It has been represented to the Government that as some time is taken for selecting the non-officials for being appointed to serve on these committees, the execution of works in the newly selected areas is retarded to that extent. As it is necessary to keep up the tempo of enthusiasm of the people in the area in which the National Extension Service Programme is newly launched, it has been

pointed out that the time taken for the appointment of the non-official members of the committee should not stand in the way of the expeditious execution of works and schemes. The Government, therefore, direct that in all cases where National Extension Service blocks are newly launched, the Block Advisory Committee be immediately constituted pending the appointment of the non-official members and their approval obtained for the execution of urgent items of works and schemes in the block. The works and schemes so taken up for execution should however be included in the overall plan for the block and the approval of the full block advisory committee should be obtained after the appointment of the non-official members.

(32)

MEMORANDUM No. 24243-R.D.P.-I/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH APRIL 1957.

[Community Development Programme—Monthly letter of Sri S. K. Dey, Minister of Community Development, for March 1957—Extracts communicated.]

Extracts from the monthly letter of Sri S. K. Dey, Union Minister of Community Development, for March 1957, relating to the "Study Circles and Staff Meetings", Block Advisory Committee Meetings in villages by rotation, and Farmers' Camp are communicated to the Collectors and Block Development Officers for information and necessary action.

ENCLOSURE.

EXTRACTS FROM MONTHLY LETTER OF SRI S. K. DEY, MINISTER OF COMMUNITY DEVELOPMENT, FOR MARCH 1957.

* * * * *

(6) *Study circles and staff meetings.*—We have agreed that an effective method for adding to the knowledge of our technical staff and getting them reoriented to the new task, is to encourage study by them of literature which is exclusively designed for our programme. Here again, mere pious wishes will serve no purpose. These have to be translated into tangible administrative measures, I would strongly recommend block staff meetings in the future to include about half a day of discussion in every session on a particular book, manual, handbook or pramphlet issued by the Community Project Administration from the Centre or from the States. If we follow this up systematically, the results in a year should stagger our own expectations.

(7) *Block Advisory Committee meetings in villages by rotation.*—If there is one point about which I am dead certain, it is that Block Advisory Committee meetings should be held in a rural atmosphere by rotation in an outstanding villages thrown up during the period. Block Advisory Committee meetings are intended to be democratic forums for the reviewing of operations and making of decisions and in the process for the revitalisation of technical agencies. The official atmosphere is not quite conducive to free thinking by the cross-section of our personnel of different ranks. Besides, the meetings in villages can easily be used as incentives for inter-village competition for the dignity that the selection of a village as the venue of the meeting can be made to signify. They will further help the drawing of our village people in free discussions. I am sure, we are bold and open enough in this programme to have our cards on the table. Village people all over India are born democrats. They understand the obligations of democracy, if it is practised honestly in their midst. I have never found an exception to it even in the most intellectual of villages.

(8) *Farmers' camp.*—You will remember the decision we took when we met at Delhi on December 10, 1956, about the holding of farmers' camp in village level workers' circles by rotation under the Block Extension Officer (Agriculture) with the association of other Extension staff. If properly guided by the Block Development Officer and directed by the district staff of the department, these camps can bring about a two-way traffic in knowledge of ground problems and the answer that modern science can offer. Apart from the democratic process that such camps will undoubtedly generate, the system will also ensure the beginning of a single line connection between the head of a technical department with his speciality on the ground. This programme should be undertaken as early as we can, with all the intelligence and vigour we can apply to it. We can repeat the same process eventually on other subjects as well by drawing in the extension officers belonging to the other facts of the programme along with the members of their hierarchies all along the line.

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(33)

G.O. Ms. No. 2006, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 27TH JUNE 1957.

[Community Development Programme—Committees—Block Advisory Committees—Representatives of Co-operative Central Bank—Appointment as members—Instructions issued.]

READ—the following papers :—

G.O. Ms. No. 2869, Public (Rural Development Projects), dated 28th August 1956.

Memorandum No. 112940-RDP-I/56-5, dated 28th December 1956.

From the Registrar of Co-operative Societies, Madras, dated 12th June 1957, Rc. No. 103139/57-A (R).

Order—No. 2006, *Public (Rural Development Projects), dated* 27th *June* 1957.

* * * *

The Government direct that the President or any other local representatives of the Co-operative Central Bank in the districts be appointed as members of the block advisory committees. The Collectors are requested to select the President or any other representatives of the Co-operative Central Bank in consultation with the Board of Directors of the Co-operative Central Banks. The members appointed will be eligible for travelling allowance as for the members of Second-Class Committees and the expenditure will be debited to the relevant sub and detailed heads under " 63 B. Community Development Projects, National Extension Service and Local Development Works ".

[In the G.O. Ms. No. 2006, Public (Rural Development Projects), dated 27th June 1957, the Collectors have been permitted to select the President or any other representatives of the Co-operative Central Bank in consultation with the Board of Directors of the Co-operative Central Banks. The intention of the Government is that Collectors should themselves appoint them as members of the Block Advisory Committees. Separate orders of Government appointing the representatives of the Co-operative Central Banks as members of the Block Advisory Committee are not necessary.

(Memorandum No. 96988-RDP-I/57-2, dated the 16th October 1957).

(34)

G.O. Ms. No. 2238, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 23RD JULY 1957.

[Planning Commission—Social Welfare—Welfare Extension Projects—Co-ordination scheme—Approved—Selection of official members of Project Implementing Committees—Instructions —Issued.]

READ—the following papers :—

G.O. Ms. No. 2868, Public (Rural Development Projects), dated 28th August 1956.

Letter from the Chairman, State Social Welfare Advisory Board dated 15th May 1957, No. SSWABIMds/WEP/3092/57.

Memorandum No. 50628-RDP-II/57-1, Public (Rural Development Projects), dated 25th May 1957.

Order—No. 2238, *Public (Rural Development Projects), dated 23rd July* 1957.

It is proposed to integrate the working of the Welfare Extension Projects administered by the Central Social Welfare Board and the work among women and children under the Community Development Programme in the six Community Development blocks inaugurated with effect from 1st April 1957. According to this scheme a Welfare Extension Project will be established in each of the six blocks, which will be in-charge of the programme of work among women and children in the block. The details regarding how the Welfare Extension Project will be administered and financed have been given in memorandum third cited.

2. The Government direct that the following officials shall be members of the Project Implementing Committee which will be in charge of each of these Welfare Extension Projects :—

(1) Revenue Divisional Officer of the division in which the Block is located.

(2) Block Development Officers of the concerned block.

(3) Assistant Women's Welfare Officer of the District.

3. The Collector of the district will also be co-opted as an official member, so that he may attend the committee meetings and advice whenever necessary.

4. The Block Development Officer of the block shall be the Treasurer of the Project Implementing Committee. The funds of the Welfare Extension Project will be kept in a scheduled bank preferably the State Bank of India and amounts drawn under the joint signature of the Block Development Officer and the Chairman, Project Implementing Committee, who will be the Chief Executive authority of the Project Implementing Committee.

(35)

G.O. Ms. No. 2871, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 12TH OCTOBER 1957.

[Community Development Programme—Committees—Block Advisory Committees—Non-official members—Appointment as Chairman and Vice-Chairman of the Committees—Instructions —Issued.]

READ—the following papers :—

G.O. Ms. No. 1504, Agriculture, dated 5th May 1954.

G.O. Ms. No. 2233, Agriculture, dated 2nd July 1954.

G.O. Ms. No. 2352, Agriculture, dated 12th July 1954.

From the Government of India, Ministry of Community Development, dated 25th January 1957, No. MCD/5 (8)/P/56.

Order—No. 2871, *Public* (*Rural Development Projects*), *dated* 12*th October* 1957.

The Government of India have stated, agreeing with the views of the Planning Commission and those of the Fifth Development Commissioners' Conference, that efforts should be made to develop the block advisory committees into self-reliant and self-motivating institutions of people in the blocks such as can fit into the local self Government pattern of the future. In order to enable the non-officials to pay a more effective role and undertake greater measures of responsibility for the Planning and Execution of the programme, the Government of India have suggested that the Chairmanship of the Block Advisory Committeeduring the post intensive stage (reverted National Extension Service blocks) should not be confined to officers only but should be thrown open to non-officials as well. They have also suggested that suitable non-officials be appointed to function as Deputy Chairman of the committees for the Community Development Blocks.

2. The Government have carefully examined the suggestions and direct that the Collector be continued as Chairman of the Committee for the reverted National Extension Service blocks, but a non-official be appointed as Vice-Chairman for these blocks. They also direct that for the Community Development and National Extension Service blocks, the present system of having the Collector as Chairman and the Revenue Divisional Officers as Vice-Chairman be continued and the question of appointing non-officials as Vice-Chairman for these blocks be taken up at a later stage.

3. The Collectors of the districts in which the reverted National Extension Service blocks are situated are requested to suggest suitable non-official members from among the existing members of the

Committees for appointment as Vice-Chairman. The report should be submitted to Government in the form prescribed in the annexure to this order.

ANNEXURE.

Name of the district.	*Name of block Advisory Committee.*	*Names of the existing non-official members appointed, co-opted or ex-officio.*	*Name recommended for appointment as vice-chairman.*	*Reason for the recommendations.*
(1)	(2)	(3)	(4)	(5)

— — —

(36)

MEMORANDUM No. 86947, RDP-I/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS-I), DATED 17TH OCTOBER 1957.

[Community Development Programme—Committees—Block Advisory Committees—Meeting convening of—Instructions issued.]

[*Reference*.—Memorandum No. 73262, RDP-I/57-1, dated 16th July 1957, demi-official letter from the Government of India, Ministry of Community Development, dated 6th August 1957, No. 31 (89)/57-TG.]

A copy of Government of India, Ministry of Community Development, letter second cited is communicated to all Block Development Officers and Collectors except the Collector of Madras for information and necessary action.

ENCLOSURE.

Demi-official from the Deputy Secretary to the Government of India, Ministry of Community Development, New Delhi, addressed to the Chief Secretary to Government of Madras, dated the 6th August 1957, No. 31 (89)|57-TG.

[Block Advisory Committees—Holding of meetings during recess of the Parliament.]

The members of Parliament, who are members of Block Advisory Committees, find it difficult to attend the meeting of the Committees called while the Parliament is in session. The members have now approached the Minister of Community Development with a suggestion that the meetings of the Block Advisory Committees should also be held during the months when the Parliament is not in session, e.g., January, June and October and that if they receive adequate notice, they will try to attend the meetings held during these months.

I would, therefore, request you to kindly arrange that meetings of Block Advisory Committees are called in January, June and October in addition to such other meetings as may be necessary in other months.

APPENDIX III—DUTIES OF EXTENSION OFFICERS AND ENGINEERING SUPERVISIORS.

(11)

G.O. Ms. No. 20, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 3RD JANUARY 1956.

[Community Development Programme—Extension Officer for Co-operation and Panchayats redesignated as Extension Officer for Co-operation—Deputy Panchayat Officer having jurisdiction over the block area to attend to duties on the Panchayat side—Orders issued.]

READ—the following papers :—

Letter from the Inspector of Municipal Councils and Local Boards, Madras, dated 26th November 1955, L. Dis. No. 49297/55.

Order—No. 20, Public (Rural Development Projects), dated 3rd January 1956.

The Fourth Development Commissioners' Conference held at Simla in May 1955 recommended that at the block level there should be an officer exclusively charged with the responsibility of developing the co-operative movement. In this State, one Senior Inspector of Co-operative Societies has been appointed as the Extension Officer for Co-operation and Panchayat for each Community Development or National Extension Service Block. It has been pointed out that, in practice, this Extension Officer is attending to the duties relating to the intensification of the co-operative movement only and that he has not been left much time to attend to work relating to the Panchayat. The question has been raised whether the Deputy Panchayat Officer having jurisdicion over the block area may function as the Extension Officer for Panchayat under the Community Development Programme and the Extension Officer for Co-operation and Panchayat may be redesignated as Extension Officer for Co-operation only, with corresponding reduction in functions. The Inspector of Municipal Councils and Local Boards has agreed to this suggestion that the Deputy Panchayat Officer having jurisdiction over the block area may act as the ex-officio Extension Officer for Panchayat and that he should be in close touch with the Block Development Officer. The Government direct that the Deputy Panchayat Officer having jurisdiction over the Community Development or National Extension Service Block in each district should function as the ex-officio Extension Officer for Panchayat. He should be in close touch with the Block Development Officer, attend staff meetings of the block and report progress on work in the formation of Panchayats to the Block Development Officer. He should also perform the functions expected of the previous Extension Officer for Co-operation and Panchayats on the ' Panchayat Side ' as prescribed in G.O. Ms. No. 1737, Public (Rural Development Projects), dated

30th May 1955. The Inspector of Municipal Councils and Local Boards is requested to issue suitable instructions to his subordinates for carrying out the above orders.

2. The Extension Officer for Co-operation and Panchayat shall henceforth be the Extension Officer for Co-operation only.

(12)

MEMORANDUM No. 64892 R.D.P.-I/55-6, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 15TH MAY 1956.

[Community Development Programme—Supervisor/Junior Engineer—Duties and responsibilities—Work done—*Pro forma* for furnishing quarterly progress reports—Communicated.]

[*Reference*.—G.O. Ms. No. 3435, Public, dated 11th November 1955 and from the Chief Engineer (Highways), dated 14th April 1956, No. 55656/C-1/54-76.]

A copy of the *pro forma* to be used when furnishing the quarterly progress reports of the work done by the Supervisor/Junior Engineer under the Community Development Programme, prescribed in paragraph 3 of the Government Order first cited, is annexed.

ANNEXURE.

QUARTERLY STATEMENT OF WORK TURNED OUT UNDER THE COMMUNITY DEVELOPMENT PROGRAMME—SUPERVISORS/JUNIOR ENGINEERS.

Name of division. Name of block.

Serial number and particulars.	*Road works.*		*Bridges and culverts.*				
	New formation of roads.	*Improvements to roads.*	*New construction.*	*Repairs.*	*Wells.*	*Other works.*	*Total.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
I. Preparation of Estimates—							
1 Number of works investigated during the period—							
(*a*) Fully	..	..	..	..	..	..	..
(*b*) Partly	..	..	..	..	..	..	..
2 Length of road investigated during the period.	..	..	..	..	..	..	..
3 Number of estimates prepared during the period for which investigation has been completed—							
(*a*) Fully	..	..	..	..	..	..	..
(*b*) Partly	..	..	..	..	..	..	..
4 Total number and cost of estimates brought to completion during the quarter	..	..	..	..	..	..	..
Total number and cost of estimates up to the end of quarter from the commencement of Rural Welfare Works	..	..	..	..	..	..	..

QUARTERLY STATEMENT OF WORK TURNED OUT UNDER THE COMMUNITY DEVELOPMENT PROGRAMME—SUPERVISORS/JUNIOR ENGINEERS—*cont.*

Serial number and particulars.	*Road works.*		*Bridges and culverts.*				
	New formation of roads.	*Improvements to roads.*	*New construction.*	*Repairs.*	*Wells.*	*Other works.*	*Total.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
II. Execution of Works—							
6 Number of works in progress	..	..	..	..	..	..	..
7 Number of works sanctioned but not commenced	..	..	..	..	..	..	..
8 Balance of works at the beginning of the quarter, i.e., bills sent up for payment	..	..	..	..	..	..	..
9 Number of works measured and billed for during the quarter	..	..	..	..	..	..	..
10 Total number of works completed during the quarter	..	..	..	..	..	..	..
11 Total value of all works done during the quarter.	..	..	..	..	..	..	..
III. Remarks—							
General remarks should be furnished regarding the bottle-necks of the progress of works, and any special achievements during the quarter ..	..	..	..	..	..	..	..

(13)

G.O. Ms. No. 3176, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 24TH SEPTEMBER 1956.

[Community Development Programme—Medical and Public Health Programme of work—Duties and responsibilities of the staff—Defined.]

READ—the following papers :—

G.O. Ms. No. 1293, Public, dated 6th August 1954 (copy enclosed).

Letter from the Director of Public Health, dated 27th July 1956, R. No. 67594-6 P & D/55.

Order—No. 3176, *Public* (*Rural Development Projects*), *dated 24th September* 1956.

The question of defining the functions and responsibilities of the medical and public health staff employed in the Community Development areas has been engaging the attention of the Government for some time past. In his letter, cited, the Director of Public Health has enclosed a programme of work drawn up for the medical and public health staff in the Community Development areas which is annexed to this order. The Government direct that

the duties and responsibilities of the medical and public health staff employed in the Community Development areas be regulated in the manner indicated in the annexure.

It shall be the duty of the District Medical Officer and the District Health Officer to follow the progress of work and bring to the notice of the higher authorities cases of slackness requiring attention and pulling up. The Collector should be kept informed of the progress of work in a fortnightly demi-official report giving an over-all picture of the position in the district as well as the work done during the period.

In this connection, attention is also invited to G.O. Ms. No. 1293, Public, dated 6th August 1954 (copy enclosed) in which orders have been issued for the proper co-ordination of work amongst the medical and public health staff in the Community Development areas.

ENCLOSURE.

G.O. Ms. No. 1293, *Public, dated 6th August* 1954.

[Community Projects—Primary Health Centres—Administration—Control over staff—Orders passed.]

The object with which primary health centres have been started by the Government is to integrate both curative and preventive work into one organized unit for bringing about the maximum benefit to the rural population. The Government have under their consideration the question whether the control over the staff employed on the centres should be exercised by the Medical or Public Health Department to achieve maximum results. They have now decided as follows:—

(1) The Medical Officers in charge of primary health centres will attend to both curative and preventive work. Their work on the medical side will be supervised by the District Medical Officer concerned and the Director of Medical Services and their work on the Public Health side will be supervised by the District Health Officer concerned and the Director of Public Health.

(2) The disciplinary control over the Medical Officers and other medical staff shall be with the Director of Medical Services and that over the Public Health staff shall be with the Director of Public Health.

(3) The posts of Medical Officers in Community Projects Areas shall be treated as temporary additions to category 2 of Class I of the Madras Medical Services, Branch I—Medical, and the posts of the various Health staff shall be temporary additions to the respective cadres in the Madras Public Health Subordinate Service.

(4) The Medical Officers in primary health centres will be allowed the usual compensatory allowance of Rs. 50 per mensem for restricted private practice, as it is recognized that in the rural areas where the primary health centres are located, they will not have much of private practice.

(5) The Medical Officers and the Health staff should submit their diaries in respect of their Public Health work to the concerned Project Executive Officer or the Block Development Officer, as the case may be, through the District Health Officer concerned.

These orders shall come into effect immediately.

Duties of the Health and Medical personnel attached to the Primary Health Centres in Community Projects.

Duties of the Medical Officer.

1. The Medical Officer will be responsible both for curative and preventive health work. He will therefore not only attend to the work in the dispensary and the wards, but also supervise the work of the Public Health staff attached to his centre. In case, any serious case which needs specialised care comes to his notice, he will arrange to transport such cases to the nearest hospital, where such facilities are available.

2. The Medical Officer will work under the over-all supervision of the Director of Medical Services, and the immediate supervision of the District Medical Officer of the district, as far as medical care is concerned.

3. He will work under the over-all supervision of the Director of Public Health, and the immediate supervision of the District Health Officer as far as preventive and public health work is concerned.

4. He will tour his area to organize, direct and control health activities. The minimum prescribed is three days a week.

5. He will visit the villages in small groups at least twice or thrice per week and on such occasions, he will also arrange to render medical aid in these villages. For this purpose, he will take with him the necessary drugs and equipments.

6. He will carry out the health survey of the villages visited with the help of the Health Inspector, and the village level worker concerned.

7. He will prepare Advance Programme of visits to the villages for himself and for the staff working under him, namely, the Health Inspector and the Health Visitor.

8. He will collect and maintain with the assistance of his Health Inspector, the records of epidemics, vital statistics, vaccination and such other records as prescribed by competent authority.

9. He will prepare and submit such periodical returns as prescribed by the Director of Medical Services, and the Director of Public Health.

10. He will prepare indents for drugs, dressings, equipment and other requirements, and submit the same to the sanctioning authority through the Project Officer, or the Block Development Officer, as the case may be.

11. He will maintain a stock register of all equipments, medicines, instruments, linen, furniture, etc., and carry out periodical checks as prescribed by existing rules.

12. In cases where an outbreak of an epidemic disease occurs, or there is a threatened epidemic, he will take immediate action, both curative as well as preventive, and simultaneously contact the District Health Officer and the Range Health Inspector for organizing regular preventive operations.

13. He will arrange for a regular programme of Health Education work in his villages in line with modern educational technique. For this purpose, he will procure the necessary educational material from the District Health Officer, and make use of it through his Health Inspector, Social Education Organizer and school teachers in the villages. Health exhibitions with portable models and charts should be organized in as many villages as possible. There should be a minimum of one such exhibition every fortnight.

14. He will be responsible for the development of school health programme and medical examination of school children in his area. This should normally form part of his work during his visits to villages. This work should be followed up as far as possible and the defects noticed, got rectified. He should visit at least one school per week for this purpose.

15. He will attend the meetings of the Block Advisory Committee, and maintain a close liaison with other extension workers. He should particularly keep in close touch with the Social Education Organizer who will be of considerable assistance to him in Health Education work.

16. He will hold a Staff Conference of the personnel working under him every Saturday afternoon. The purpose of this conference will be to review the work done during the week and to make out a programme for the coming week. Every fourth Saturday, the Maternity Assistants attached to the sub-centres will also attend this conference.

Duties of Health Visitors.

1. She will be responsible for the development of Maternal and Child Health Services in the block. She will work under the immediate supervision of the Medical Officer, and the technical supervision of the Health Officer of the district, or the Woman Medical Officer of the district, if there is one.

2. She will conduct ante-natal clinics, well baby toddlers clinics, at the primary health centre, which is her headquarters, and also at the maternity sub-centres during her visits. She should conduct at least three such clinics at her headquarters and three at the sub-centres every week.

3. She will give the necessary advice on "family planning" during her visits.

4. She will arrange to give group talks to expectant mothers, laying stress on "personal hygiene", "nutrition" and "environmental sanitation" and using "Extension Technique" as far as practicable. This work may be done during her visits for conducting ante-natal clinics.

5. She will carry out home visits both at her headquarters village, and at the sub-centres. During these visits, she should give advice not only about Maternal and Child Health, but about "Environmental Sanitation", "Nutrition" and prevention of communicable diseases and also "Personal Hygiene". She should also demonstrate simple practical methods of relieving minor ailments such as ousiness, scabies, sore-eyes, etc.

6. She will visit once a week on fixed days each of the three maternity sub-centres. During these visits, she will conduct "ante-natal", well baby, and toddlers clinics (vide rule No. 2).

7. She will supervise the work of Maternity Assistants and Dias. For this purpose, she should observe them conducting one or two deliveries under home conditions. On this occasion, she should try her best to improve the technical work of the Maternity Assistant, as well as her human relationship skills.

8. She should always hold herself in readiness to respond to an urgent call from a Maternity Assistant, or a Dias.

9. She will maintain an inventory of all equipments, instruments, furniture, and other articles connected with her work, and check the same at specific periods as prescribed by existing rules.

10. She will scrutinise and approve the indents submitted by the Maternity Assistants.

11. She will ensure that ante-natal and post-natal cards are maintained for mothers, and infants and toddlers card for the children in the maternity centres in her area.

12. She will be responsible for the maintenance of records, preparation and submission of the reports and returns.

13. When an abrnormal case comes to her notice, she will render all assistance for transporting such cases, to the nearest hospital. Whenever transport is available with the Medical Officer, priority should be given for the transport of such cases.

14. It will be her duty to see that the equipment provided for maternity centres, is adequate and also that the same is maintained properly.

15. She will assist the Medical Officer in the development of the school health programme and also in the medical examination of girl students.

16. She will hold staff conferences with her Maternity Assistants and such of the Dias as can be persuaded to attend, once a month.

17. She will submit an evaluation report of the work done in her area once every quarter. This should reach the Medical Officer by the 7th of the month following the quarter.

Duties of Maternity Assistants.

1. She will work under the overall supervision of the Health Visitor.

2. It will be part of her duties to gain the confidence and co-operation of the women in the area, in her charge. She should make it a point to move closely with the local Dias and encourage them to attend the centre, and train them in better midwifery. Wherever possible, she should accompany the local Dias when she conducts a labour case in a house, and held her in improving her technique. She should not hesitate to pay post-natal visits to such mothers as have been delivered by the local Dias.

3. She will maintain a register for all equipments, furniture, drugs, etc., supplied to her.

4. It will be her duty to contact expectant mothers during Home Visits, and encourage them to attend the Maternity Centre.

5. She will assist the Health Visitor, when she (Health Visitor) visits her centre for conducting clinics.

6. She will keep proper records of her work in the prescribed forms and submit returns whenever called for.

7. She will take part in the Health Education Programme during her Home Visits and also when mothers attend her centre.

8. She should visit a minimum of five villages in her area every week. On these occasions, she should deliver group talks to mothers.

9. She should conduct a minimum of twelve labour cases every month. She should also register approximately 50 per cent of ante-natal cases in the villages visited by her.

10. An important part of her duties will be to observe the environmental conditions prevailing in the homes she visits and give proper advice to the mothers in the matter.

Duties of Health Inspector.

1. The Health Inspector will be in charge of the Environmental Sanitation Programme in the block, and the work under the supervision of the Medical Officer-in-charge.

2. He will assist the Medical Officer in carrying out Health Surveys of villages in the block. On the basis of such surveys, he will plan out a programme of work under the guidance of the Medical Officer, and will be responsible for its execution.

3. He will maintain close liaison with the Social Education Organizer and the village level workers. The latter class of workers can assist considerably in the work of the Health Inspector, as they are in a position to interpret the "Felt Needs" of the people in respect of environmental sanitation.

4. He will organize village health committees and maintain close liaison with other voluntary organizations that may be present, and secure their assistance in the execution of his programme. The Health Inspector should be in a position to organize a village health committee in every village in his area within a period of one year.

5. He will collect and consolidate statistics in respect of births and deaths, epidemics, vaccination, etc., and submit returns to the Medical Officer in the prescribed forms.

6. He will assist in the supervision and construction of wells, rural latrines, smokeless chulas, soakage pits, simple surface drains, composting of rubbish, etc. Each Health Inspector, should be provided with the necessary blue prints in respect of the above items. While it may not be possible to prescribe minima in respect of the above items of construction due to the wide range of variation local conditions, every effort should be made to popularize the sanitary type of latrines, and smokeless chulas and soak-pits in villages. A working minima which can be kept in view would be 12 latrines, 12 smokeless chulas and 12 soak-pits per month in the block.

7. The Health Inspector during his tours will visit schools for observing the environmental conditions. On these occasions he will also arrange to give health talks to pupils.

8. He will carry out all measures for the control of communicable diseases under the guidance of the Medical Officer.

9. He will be responsible for all vector control in his area with special reference to flies and mosquitoes, and will be responsible for the spraying of residual insecticide.

10. He will bring to the notice of the Medical Officer the existence of special diseases like leprosy, tuberculosis, filariasis, yaws, if any, and take such measures for their control as directed by the Medical Officer.

11. An important part of his duty will be to organize and carry out the Health Education Programme in his block with the assistance of the Social Education Organizer, village level workers and school teachers. He should carry out this work on at least three days per week, and on these occasions he should meet the village level workers and school teachers. He should also arrange to hold at least one good health exhibition every fortnight with the help of portable models, and charts. He should particularly take advantage of any gathering of people for carrying out his educational programme, such as fairs and festivals, etc. The Health Inspector should procure the necessary Health Education materials like posters, charts, leaflets, flash cards, flannel graphs, film strips, etc., from the Health Officer of the district, through the Medical Officer-in-charge of the primary health centre.

12. He will maintain registers for all furniture, equipments and other materials received from the Medical Officer or from other sources, and check the same periodically, as prescribed by the existing rules.

13. For carrying out the above duties he should tour a minimum of five days per week and visit a minimum of five villages per week as per programme fixed by his Medical Officer.

14. The Health Inspector should realize that his most important function in respect of his work will be to gain the confidence, co-operation and also the participation of the people in his programme of work, and that any action or omission by him, which prejudices the confidence and co-operation, etc., of the people, will be considered as dereliction of duty.

(14)

MEMORANDUM No. 105268/PUBLIC (RDP VII)/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS DATED 11TH OCTOBER 1957.

[Community Development Programme—Social Education—Duties and functions to Social Education Organizers—Prescribed—Instructions—Issued.]

[*Reference.*—(1) G.O. Ms. No. 1325, Public (Rural Development Projects), dated 21st April 1955; (2) G.O. Ms. No. 1569, Public (Rural Development Projects), dated 12th May 1955; (3) Memorandum No. 4825-RDP-VII/55-1, dated 30th August 1955; and (4) Memorandum No. 92863-RDP-VII/56-2, Public (Rural Development Projects), dated 30th October 1956.]

In the references cited, detailed instructions regarding the "Social Education Programme" and the functions and duties of the Social Education Organizers have been laid down for the guidance of Social Education Organizers and Block Development Officers. Ths Government have been feeling for some time that these instructions were too inadequate to create the required enthusiasm among the rural community and to kindle a new spirit in them for the proper understanding of the Development schemes of Government and also to make them take an active part in governmental efforts to better their economic condition.

2. A set of instructions is appended to this memorandum. The Government direct that these instructions should be carefully studied and carried out by the Block Development Officers and Social Education Organizers and other officials concerned.

APPENDIX.

Instructions to Social Education Organizers—Men and Women.

1. The Social Education Organizers should arrange for the study of the salient features of the Second Five-Year Plan and the Community Development Programme by all the Gramasevaks so that they may be posted fully with the relevant information and be equipped for imparting knowledge in those matters to the villagers.

2. They will arrange for the propagation of the salient features of the plan and the development programmes among the peoples by organizing study circles, group meetings and wherever necessary and feasible, publication of small pamphlets in local language containing all the relevant information.

3. It shall be the main endeavour of the Social Education Organizers to explain to the people in detail the various ways in which they can co-operate in the implementation of the Plan and the Development Programmes.

4. They should, as far as possible, assist in the collection of small savings. For this purpose, they should inculcate in the minds of the people the thrift habit and educate them as to how regular small savings can be effected by them. The Women Social Education Organizers should take particular interest in this matter and approach the women of village households and educate them with a view to achieving economy in expenditure and saving for the future. It will be a useful thing if they could particularly advise rural womenfolk to save grains regularly by collecting small quantities every day in a pot.

5. The Social Education Organizers should also equip themselves and the Gramasevaks with fair knowledge of the current news and the various policies of the Government in regard to matters affecting village life. Such knowledge should be passed on to the villagers so that they may also be able to appreciate what is being done by the Government and to think over the problems that arise in that connexion.

6. The study and spread of useful literature on topics which are important to villagers such as health, sanitation, etc., should be arranged for. The book in the libraries in blocks should be freely circulated for this purpose.

7. The problem of agriculture in villages is a formidable one. How to improve the agricultural methods followed and how to increase the agricultural production are themes which should always engage the attention of the Social Education Organizers. They should think over them and explain to the villagers all the recommendations that may be made from time to time by experts in the line. In this context, the elimination of all aspects of exploitation of the peasantry is an important point and the Social Education Organizers should give sufficient attention to it. The reforms in regard to land tenure that may be introduced from time to time by the Government should be studied in detail and explained to the village community so that they may understand the policies of Government aright and that any ununderstanding opposition to them may be removed. Recently, instructions have been issued to the development staff to interest themselves in the Bhoodan movement as the movement has been of considerable help to the development activities in our State. The ideals of the movement should be propagated and spread as far as possible. Without making any vague and false promises to the villagers, the beneficial aspect of the movement should be clearly expounded to them.

8. The Social Education Organizers, should through study circles explain the advantages of the Khadi and Village Industries Programme under the Development Schemes. The great importance of providing alternative occupation to decrease pressure on land and help provision of supplementary occupation during the idle months should be well explained to the villagers.

9. The essentials of the Basic Education Scheme and the programme of the Government set the future pattern of education in the country should be thoroughly grasped by the Social Education Organizers and explained to the villagers.

10. The welfare of Harijans and tribal people and the welfare of women and children should be always thought of and suitable proposals with reference to local requirements for achieving these should be evolved by the Social Education Organizers.

11. Prohibition is in full force in this State. In order to ensure the successful working of the policy, it is necessary to carry on public propaganda and education for explaining to the people the evils of drinking. The benefits that accrue in the economic, moral and physical sides of village life as a result of the prohibition policy should be constantly stressed. Recreational centres providing alternative and healthy drinks may also be started wherever possible.

12. The villagers should be taught to co-operate with one another in times of emergency like fire, flood or other calamities so that they may prevent undue loss which may otherwise be caused.

13. The proper organization of the youth in villages is a very important item of work, if sound foundations are to be laid for the future development of the country. The Social Education Organizers should, therefore, play an important part in the organization of such youth. As many youths as possible should be brought on to the study circle where they should be educated about their responsibilities in regard to the future of the country. As many opportunities as possible should be provided for them to develop character, discipline, clarity of thought

and expression, the necessary new outlook and a creative approach to work by arranging for discussions, debates, etc., in the study circles on economic issues, the Indian Constitution and Programmes of the Development Department, the Five-Year Plan, etc. In the community halls or other public buildings in villages, it should be possible for the youths in the village to gather every day especially in the evenings. In each such centre with the help of the villagers a small and useful library may also be maintained. Information charts and current new sheets may also be made available. Whatever facilities exist, arrangements for recreational programmes may also be made.

14. If Seminars of youths could be arranged in a block with a view to bring together the youths from various villages and enlarge their contacts it will be useful. Wherever possible, for such Seminars, some youths from nearby towns may also be brought so that there may be scope for the inter-mingling of the youths from villages and towns and for thier mutual understanding of the problems peculiar to their surroundings and for thinking out how they can work for their mutual betterment. For instance, the urban youths may lend a very helping hand to the rural youths by their resolving to use only rural products in preference to urban-made articles and foreign stuff in all their daily and personal requirements. The rural youths also will be able to understand the peculiar needs of the urban youths and will be able to adjust the production of village articles so as to suit the requirements of the urban youths.

15. The youths can greatly help in providing Sharamadan whenever works of public utility are undertaken in their villages under the Development Programmes and in that manner increase local contribution for such works. This is another matter in which the nearby urban youths can lend a helping hand to their rural neighbours. For instance, the urban youths may offer such sharamadan in their neighbouring villages during holidays or week-ends. The Social Education Organizers may educate the youths in all these possibilities.

16. The importance of removing illiteracy among adults should be realized by the Social Education Organizers. They may profitably use the service of educated youths, in villages in this matter and explain to them that they have a special responsibility to actively help the unlettered persons to read and write.

17. The youths should be educated and instructed to celebrate the national days such as the Independence Day, the Republic Day, the Birthday of Leaders, etc., with dignity and decorum. They should be helped to study the lines of the Great Leaders and understand their ideals.

18. *Programme for women.*—The Social Education Organizer (Women) should arrange to start Madhar Sangams in all villages and arrange study circles, sports, recreation and other cultural activities. The important point is that as many women should be drawn in for all these activities as far as possible. Generally women in villages may not have the tendency to join such associations or may not have the necessary time at their disposal. The Social Education Organizer (Women) should take special steps to see that they are persuaded to devote some time at least every day to participation in the activities of the Sangams.

19. The Social Education Organizers (Women) should then inculcate in them ideas of general knowledge relating to betterment of the village life and induce them to adopt better methods of life and hygiene, etc.

20. The Social Education Organizers (Women) should also organize some home industry centres and give training to the rural women in tailoring, embroidery, toy making, preparation of jams, pickles, pappadams, spinning, weaving, handpounding, etc., so that the women may usefully spend their idle hours and help the augmentation of the resources of their household.

21. In such centres, training in elementary physical exercise, the art of first-aid, home nursing, child care, etc., may also be taught to them.

22. It is only the women of the household in villages that can greatly help the implementation of the prohibition policy because it is the women who have been the worst sufferers in the pre prohibition days. Hence, they should be approached and encouraged to mould public opinion against the evil of drink.

23. The women should also be made to understand the advantages to the rural economy of the swadeshi habit. The mania for going in for foreign articles, etc., should be eliminated by constant talks to them about the need for the providing fuller employment to the rural population by means of encouraging the consumption of cottage and village industries products.

(13)

G.O. Ms. No. 3137, PUBLIC, DATED 8TH OCTOBER 1955.

[Local Development Works—Grants for works meant for Harijans, etc.—Meeting of share of contributions—Orders passed.]

READ—the following paper :—

Reference from the Board of Revenue, No. 11185/55-1, F.P. VII/B, dated 2nd April 1955.

Order—No. 3137, *Public, dated 8th October* 1955.

Under the Local Development Works Programme, the beneficiaries are expected to contribute 50 per cent of the cost of a work. But in the case of Rural Water Supply Works, meant for the benefit of Harijans or other poor and backward people, an exception has been made, and the beneficiaries' share of contribution is met from the funds of the Comprehensive Rural Water-supply Scheme. The Board of Revenue has recommended such a concession may be extended to all types of works undertaken under the Local Development Works Programme, which are meant for the benefit of Harijans and other backward people. The Government have examined the matter in detail, and issue the following orders :—

(*a*) In the case of works taken up for the benefit of Harijans, Hill Tribes and other poor and backward people, under the Local Development Works Programme, the minimum share of the beneficiaries' contribution shall be 10 per cent of the cost of a work.

(*b*) The balance of 40 per cent of the cost of a work to make up the 50 per cent contribution expected from the beneficiaries, will be met from the State funds and/or by local bodies.

(*c*) The 10 per cent of the beneficiaries' contribution may be in the form of cash, kind or labour.

(*d*) Only very essential works should be considered for grants under these concessions.

(*e*) These orders will apply in respect of all works, except Rural Water-supply and School Building Works.

2. In respect of School buildings, the concessions already allowed in G.O. Ms. No. 2595, Public, dated 19th August 1955 will apply.

[The Collector of South Kanara has enquired if any definite proportion for contribution from State funds or funds of local bodies is fixed with reference to the orders in the above Government Order. He has also enquired if the consent of the local body should be obtained before sanctioning works under the concessions allowed.

2. The Collector is informed that—

(1) There is no need to fix any definite proportions of the contribution to be met by the local bodies. What is required is that as far as possible it should be ascertained if any contribution will be made by a local body.

(2) If no contribution is available from a local body, entire 40 per cent can be met from State funds.

3. There is no obligation for the local body to bear any portion of the cost of the work sanctioned under the concession allowed in the above Government Order.]

(Memorandum No. 45155-RDP-VI|55-1, dated 17th November 1955.)

[In the above Government Order, it has been ordered that the people's share of the cost of a work taken up under the Local Development Works Programme for the benefit of Harijans, Hill Tribes and other poor backward people will be limited to 10 per cent.

Cases have arisen in which Collectors have recommended that the people are poor and cannot raise 50 per cent contribution and so the contribution may be limited to 10 per cent, in accordance with the above Government Order. Government wish to make it clear that the concessions are mean only for works taken up for the benefit of Harijans, Hill Tribes, Scheduled Castes and Scheduled Tribes who are eligible for help from the funds of the Harijan Welfare Department. The Director of Harijan Welfare should be consulted in all cases of applications for this concession].

(Memorandum No. 60995-RDP-VI|55-3, dated 20th March 1956.)

(14)

MEMORANDUM No. 25012-R.D.P.-I/55-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 1st DECEMBER 1955.

[Conference—Conference of Village Leaders from the Community Development areas held on 3rd October 1955—Extracts from the minutes of the conference relating to collection of contribution by Panchayats—Communicated.]

One of the recommendations of the Conference of Village Leaders from the Community Development areas held on 3rd October 1955 is that the collection of contributions for execution of works under the Community Development Programme should be done, as far as possible, through Village Panchayats. An extract of the above recommendation is communicated to all Collectors, Project Executive Officers and Block Development Officers for information. The recommendation contained in the extract should be followed as far as possible.

ENCLOSURE.

Extract of the recommendation of the Conference of Village Leaders from the Community Development areas held on 3rd October 1955.

[Conference—Conference of Village Leaders from the Community Project, Community Development and National Extension Service blocks on 3rd October 1955.]

The Conference mentioned above was held in the Committee Room, Fort St. George, Madras, on 3rd October 1955. It was presided over by the Minister for Agriculture. The following points were made out at the conference:—

1. * * * * *

2. * * * * *

3. Collection of voluntary contributions for execution of works under the Community Development Programme should be done, as far as possible, through Village Panchayats.

4. * * * * *

(15)

G.O. Ms. No. 2894, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 30TH AUGUST 1956.

[Community Development and National Extension Service—Grants for works meant primarily for Harijans—Further instructions.]

READ—the following papers :—

G.O. Ms. No. 2570, Public, dated 23rd December 1954.

G.O. Ms. No. 1594, Public, dated 16th May 1955.

G.O. Ms. No. 2595, Public, dated 19th August 1955.

G.O. Ms. No. 3137, Public, dated 8th October 1955.

Memorandum No. 61300-RDP-VI/55-3, Public (Rural Development Projects), dated 9th May 1956.

Order—No. 2894, Public (Rural Development Projects), dated 30th August 1956.

In the Government Order first cited, it has been ordered that in the case of school building works meant for Harijans taken up under Community Project and National Extension Service schemes the cost of the buildings will be met from Community Projects or National Extension Service funds, and Harijan Welfare funds on 50 : 50 basis. Generally, it is essential that in all works under Community Development Programmes there should be effective public participation. In G.O. Ms. No. 2595, Public, dated 19th August 1955, it has been ordered that Harijans should contribute by way of labour and materials to an extent of Rs. 100 for each building sanctioned under Local Development Works Programme and that the balance of the cost less the Central grant admissible as per orders in G.O. Ms. No. 1594, Public, dated 16th May 1955, will be met from Harijan Welfare funds. The Government direct that these orders will govern the grants for school buildings sanctioned under Community Development and National Extension Service schemes also.

2. In the case of other works meant for the benefit of Harijans, the orders in G.O. Ms. No. 3137, Public, dated 8th October 1955, will apply.

3. For road works, the concessions afforded in G.O. Ms. No. 2570, Public, dated 23rd December 1954 for the formation of katcha roads will continue. Contributions for the road work as a whole will be governed by the orders in G.O. Ms. No. 1126, Public, dated 20th March 1956, subject to orders in G.O. Ms. No. 3137, Public, dated 8th October 1955.

4. The concessions detailed above will be available to all communities which are eligible for help from the Harijan Welfare Department. The Director of Harijan Welfare should be consulted in all such cases.

(16)

G.O. Ms. No. 3241, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH SEPTEMBER 1956.

[Community Development Programme—Community Projects and Community Development Blocks of 1952–53 and 1953–54 series—Reversion as National Extension Service Blocks after completion of period of operation—Provision for Local Works and Social Education—Instructions—Issued.]

READ—the following papers :—

G.O. Ms. No. 3229, Public, dated 27th September 1956.

Letter from the Community Projects Administration, dated 26th July 1956, No. CPA/13 (18)/P/56.

Order—No. 3241, *Public* (*Rural Development Projects*), *dated 28th September* 1956.

In the Government Order read above, instructions have been issued reverting the four Community Projects and the four Community Development Blocks set up in the years 1952–53 and 1953–54 respectively into National Extension Service Blocks as indicated in Annexure I to that Order. In order to assist in keeping up the tempo of work in the reverted National Extension Service Blocks, the Government direct that a provision be made to incur an additional sum of Rs. 30,000 (rupees thirty thousand only) per annum per block for a period of three years for expenditure as follows :—

(1) Local Works Rs. 25,000.

(2) Social Education Rs. 5,000.

2. The provision of Rs. 25,000 referred to in paragraph 1 above should, as a rule, be utilised through the agency of panchayat and other local bodies. No part of the provision should be spent through the departmental agency. Where, however, owing to the absence or ineffectiveness of the panchayats, it is considered necessary to utilise the funds through the agency of *ad hoc* bodies, the specific instructions of the Block Advisory Committee should be taken in regard to the allocation of grants-in-aid to these bodies for actual execution of works.

3. In respect of all works executed from the provision of Rs. 25,000, the scale of voluntary contribution from the people for each item of work should be as follows :—

For the first year, i e:, 1956–1957 ..	Two-thirds of the total cost should be contributed by the people by way of cash, labour and materials, and Government's contribution will be restricted to one-third of the total cost.
For the second and third years, i.e., 1957–58 and 1958–59.	The scale of people's contribution will be three-fourths of the total cost and Government's contribution will be restricted to one-fourth.

4. The provision should be utilised on non-recurring items of expenditure falling under heads 'Rural Health and Sanitation' and 'Communications' and, where absolutely necessary for special reasons, 'Education' also. Having regard to the small amount of the grant, the Government direct that the expenditure on any one item of work referred to above should not exceed Rs. 1,000 (rupees one thousand) only.

5. Detailed instructions regarding the procedure for execution of such works will be issued separately.

6. As regards the provision of Rs. 5,000 set apart for expenditure on ' Social Education Programme', the Collectors are informed that the entire provision should be utilised on recurring items of expenditure only. No part thereof should be used for putting up buildings or purchase of expensive equipment. In framing proposals for the execution of works under this head, the instructions issued in G.O. Ms. No. 1325, Public, dated 21st April 1955 should be followed.

7. In the execution of the works and schemes referred to in the foregoing paragraphs preference should be given to the villages which have not so far benefit ed from the Community Development Programme. In the actual utilisation of this grant, the maximum stress should be on *utility*.

8. The Collectors are requested to formulate detailed programmes of work for each of the reverted National Extension Service Blocks in accordance with the above instructions, place them before the Block Advisory Committees concerned for approval and submit copies thereof to Government in triplicate, for information. A copy each of the programme of work will be forwarded by the Government to the Community Projects Administration, for information and comments, if any.

9. The expenditure on 'Local Works' and 'Social Education' should be debited to "63. B. Community Development Project, National Extension Service and Local Development Works (ii) National Extension Service."

(17)

G.O. Ms. No. 3687, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 30TH OCTOBER 1956.

[Community Development Programmes—Works—Effective participation by the people—Instructions issued.]

READ—the following papers :—

Memorandum No. 1038-RDP-I/55-1, Public, dated 9th March 1955.

G.O. Ms. No. 2968, Public, dated 24th September 1955.

G.O. Ms. No. 1126, Public, dated 20th March 1956.

Order—No. 3687, *Public (Rural Development Projects), dated* 30*th October* 1956.

Orders fixing the rate of public contribution that should be forthcoming for various categories of work taken up under the Community Development Programmes have already been issued in the Government Orders second and third read above. In the memorandum first read, though it was stated that local bodies contribution may be taken as people's contribution, the need for contribution from the people also was emphasized. Cases have come to the notice of the Government, where works have been sanctioned without any public contribution. Community Development Programme aims at inducing the spirit of self help among the people and it is essential that in all works taken up there should be real public participation. Therefore, the Government direct that no work should be taken up under the Community Development Programmes (including Local Development Works Programme) unless there is real public participation and contribution, distinct from State or local bodies' contribution.

(18)

G.O. Ms. No. 3791, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH NOVEMBER 1956.

[Community Development Programme—Social Education—Comprehensive programme—Collections of public contribution—New set of instructions—Issued.]

READ—the following papers :—

G.O. Ms. No. 1325, Public (Rural Development Projects), dated 21st April 1955.

Memorandum No. 29996-RDP-VII/56-1, dated 8th November 1955.

Memorandum No. 85759-RDP-VII/56-2, dated 3rd September 1956.

Letter from the Block Development Officer, Vedaranyam, dated 24th September 1956, No. 4085/56-F.

Letter from the Block Development Officer, Singampuneri, dated 16th September 1956, No. 2823/G. 56.

Letter from the Collector of Ramanathapuram, dated 1st October 1956, No. V4. 33311/56.

Order—No. 3791, *Public* (*Rural Development Projects*), *dated 8th November* 1956.

In the memorandum third cited orders have been issued that public contribution of 50 per cent should be collected in all cases unless specifically exempted. This will apply only to items which are in the nature of grants to private bodies and will not apply to items involving direct expenditure by Government or for recurring expenditure for which provision may have been made in the Government Order first cited. The items for which public contribution should be collected are listed out below :—

(1) Grant for building and equipment (including stage equipment) to Community Recreation Centres.

(2) Building and equipment grants to Women's clubs.

(3) Equipment grant to children's parks.

(4) Grant for the organization of young farmers' clubs and youth clubs.

(5) Grants to libraries for books, etc.

2. Regarding items for which provision for recurring expenditure has been made, e.g., Social Education Centre, etc., or items involving direct expenditure by Government, e.g., visits Community prizes, etc., it is expected that the public will largely supplement the Government expenditure. However, contribution on any fixed basis need not be insisted on.

[Since in G.O. Ms. No. 1325, Public, dated 21st April 1955, the contribution has been specified, i.e., Rs. 100 against a Government grant of Rs. 300, it will suffice if 25 per cent contribution is collected for Young Farmers' Clubs—vide Memorandum No. 15689-RDP-VII/57-1, dated 13th March 1957.]

(19)

G.O. Ms. No. 171, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 19TH JANUARY 1957.

[Community Development Programme—Works—Real contribution by the people—Instructions issued.]

READ—the following papers—

G.O. Ms. No. 2727, Public, dated 11th August 1956.

G.O. Ms. No. 3687, Public, dated 30th October 1956.

Order—No. 171, *Public (Rural Development Projects), dated 19th January* 1957.

In the Government Orders cited, instructions have been issued that no work should be taken up under the Community Development programme, including Local Development Works programme, unless there is real contribution from the people as distinct from " State " or " local bodies " contribution. Cases have come to the notice of the Government where the public contribution as distinct from either the State or local bodies contribution was nominal and negligible. The Planning Commission have pointed out repeatedly that there should be appreciable public contribution for a work to be included under the Local Development Works programme. Moreover the ultimate aim of Community Development, National Extension Service and Local Development Works programmes is to make the people participate in the programme and contribute progressively more and more for the amenities meant for them. Therefore, the Government direct that in future a minimum contribution of 15 per cent of the total cost of the work should be forthcoming as contribution from the people as distinct from the State or local bodies contribution for any work to qualify for inclusion in the Community Development, National Extension Service, Local Development Works programmes. This will apply to all works except those means for Harijans, hill tribes, Scheduled Classes and Scheduled tribes.

2. The instructions in pararaph one above will apply to works as well as schemes under the Community Development programmes.

3. In respect of works meant for Harijans, hill tribes, Scheduled castes and Scheduled tribes, orders in G.O. Ms. Nos. 2595, Public, dated 19th August 1955, No. 3137, Public, dated 8th October 1955 and No. 2894, Public, dated 30th August 1956, will apply. The minimum public contribution fixed according to the orders should be forthcoming from the people and not from local bodies.

(20)

G.O. Ms. No. 353, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 5TH FEBRUARY 1957.

[Community Projects and National Extension Service Schemes—Rural Water-supply works meant for Harijans, etc.—Public contribution—Instructions issued.]

READ—the following papers :—

G.O. Ms. No. 1841, Public, dated 1st October 1954.

G.O. Ms. No. 2542, Public, dated 20th December 1954.

Order—No. 353, *Public (Rural Development Projects), dated 5th February* 1957.

It has been laid down in the Government Order first cited, that in the case of Rural Water-supply works under the Local Development Works programme, the public contribution required is 25 per cent of the total cost. In the Government Order second cited, it has been laid down that public contribution for well works taken up from Community Development/National Extension Service funds will be 25 per cent in all cases, but that in the case of Works meant for Harijans, etc., the Project Executive Officer Block Development Officer may accept contributions less than 25 per cent.

2. The Government have re-examined the question of public contribution for well works taken up under Community Development/National Extension Service/Local Development programmes and issue the following instructions :—

(i) In all cases whether the work is taken up under Community Development/National Extension Service or Local Development programme, the public contribution required will be 25 per cent. In the case of works taken up from Community Development/National Extension Service funds, the balance of 75 per cent of the cost will be met from the block funds. In the case of works under Local Development Works programme, 50 per cent will be from Central grant and 25 per cent from State funds.

(ii) No work can be taken up under Community Development/National Extension Service/Local Development Programme without public contribution. In cases where no public contribution is forthcoming and a well is found to be necessary, the work may be taken up under Rural Water-supply Comprehensive Scheme and financed entirely from State funds, subject to the rules laid down in this regard. This concession will be available only in the case of works meant exclusively for the benefit of Harijans and poor and backward people. In this connection, the attention of the Collectors is drawn to Memorandum No. 103407-RDP. VI/56-2, Public, dated 8th October 1956, in which orders have been issued that well works in National Extension Service areas should be taken up from block funds and not under Local Development Works programme.

(21)

MEMORANDUM No. 151286-RDP-I/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 6TH FEBRUARY 1957.

[Community Development Programme—Application for refund of excess contribution paid—Levy of stamp duty—Instructions issued.]

[*Reference.*—G.O. Ms. No. 2987, Public (Rural Development Project), dated 7th September 1956 and from the Collector of Tanjore, dated 22nd December 1956, No. Rc. 44788/56-K-1.]

The Collector of Tanjore is informed that under Section 72 (XVI) of the Madras Court Fees and Suits Valuation Act, 1955, applications for payment of money due by the Government to the applicant other than an application for refund of lapsed deposit made 6 months after the date on which the amount lapsed to Government are exempted from payment of court-fees under that Act. Applications for refund of contribution paid in excess towards works taken up under the Community Development Programme referred to in the letter would fall under the above category and are therefore exempt from payment of court-fees. All communications from local bodies are generally also exempted from payment of court-fees.

(22)

MEMORANDUM No. 12511-RDP-VI/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH MARCH 1957.

[Community Development Programme, including Local Development Works—Execution of works under—Real contribution by public—Orders—Modification of—Proposals rejected.]

[*Reference.*—(1) G.O. Ms. No. 171, Public, dated 19th January 1957, (2) from the Collector of North Arcot, Rc. No. H.5-2059/57, dated 29th January 1957, (3) from the Collector of Tanjore, Rc. No. 5778/57, K-1, dated 9th February 1957, (4) from the Secretary, Gudiyatham Taluk Panchayat President's Association petition, dated 11th February 1957 and (5) from the Collector of Salem, No. Roc. B. 2-4352/57, dated 11th February 1957.]

In G.O. Ms. No. 171, Public, dated 19th January 1957, it has been ordered that in future a minimum contribution of 15 per cent of the total cost of work should be forthcoming as contribution from the people, as distinct from the State or Local Bodies' contribution for any work to qualify for inclusion in the Community Development/National Extension Service/Local Development Works programme. It has been represented in the letters cited that so far a token contribution in proportion to the means of the people was being obtained from the public as their contribution towards works taken up under the Development programmes and that if

the percentage fixed in the Government Order cited is strictly enforced, the progress of the programmes will be retarded, since the public are not in a position to contribute 15 per cent of the cost of the works. It has, therefore, been suggested that to obviate these difficulties, Collectors might be empowered to relax this limit in very deserving cases and that this restriction need not be made applicable to the works, which have already been sanctioned. The Government have carefully examined these representations and see no reasons to revise the orders issued. People's participation is the basic objective of these programmes and therefore a minimum public contribution should be insisted on. Even in localities where the people are poor, they can contribute in the form of labour which forms a substantial part of the costs of the works. However, 15 per cent real contribution from the public as distinct from that of the State and Local Bodies' need not be insisted upon in the case of works sanctioned prior to the date of the Government Order cited, viz., 19th January 1957.

(23)

MEMORANDUM No. 15689-RDP-VII/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 13TH MARCH 1957.

[Community Development Programme—Social Education Comprehensive Order—New Set of Instructions—Clarification—Issued.]

[*Reference.*—(1) G.O. Ms. No. 3791, Rural Development Projects, dated 8th November 1956, (2) from the District Social Education Officer, Coimbatore, No. nil, dated 7th February 1957 and (3) from the Assistant Development Commissioner, Coimbatore, No. N. Dis. 487/57, dated 9th February 1957.]

With reference to the points raised in the letter second cited (copy enclosed), the District Social Education Officer, Coimbatore, is informed as follows :—

A second grant of Rs. 500 for Community Recreation Centres is not contemplated even if the building is put up without any contribution from Government. The maximum grant payable is Rs. 500 for equipment subject to realization of an equal amount as public contribution. The orders in G.O. No. 2968, Public, dated 24th September 1955, is only a restatement of the orders in G.O No. 1325, Public, dated 21st April 1955. G.O. No. 1325, Public, dated 21st April 1955 has been read in G.O. No. 3791. Public, dated 8th November 1956, and therefore the later orders will supersede earlier orders to the extent they are extradictory. It is a generally accepted fact that later orders will supersede earlier orders and therefore the need for a reference on the point is not clear.

The equipment grant permissible to children's parks is 50 per cent of the cost subject to a maximum of Rs. 500. Therefore

the District Social Education Officer is informed that a sum not exceeding of Rs. 500 can be sanctioned for each centre subject to realisation of of an equal amount as public contribution.

G.O. Ms. No. 3791, Public (Rural Development Projects), dated 8th November 1956, states that 50 per cent contribution should be collected for all items unless specifically exempted. Since in G.O. Ms. No. 1325, Public, dated 21st April 1955, the contribution has been specified, i.e., Rs. 100 against a Government grant of Rs. 300 it will suffice if 25 per cent contribution is collected for young farmers' clubs.

ENCLOSURE.

Letter from the District Social Education Officer, Gandhipuram, Coimbatore, to the Deputy Secretary to Government, Public (Rural Development Projects) Department, Madras-9, through Assistant Development Commissioner, Coimbatore, dated 7th February 1957, No. nil.

[Community Development Projects—Social Education—Comprehensive programme—Collection of public contribution—New set of instruction issued—Clarification—Sought. *Reference.*—(1) G.O. No. 3791, Public (Rural Development Projects), dated 8th November 1956. (2) G.O. Ms. No. 1325, Public (Rural Development Projects), dated 21st April 1955, (3) Memorandum No. 29996, Public (Rural Development Projects)-VII|56-1, dated 8th November 1955, (4) Memorandum No. 85759-RDP-VII|56-2, dated 3rd September 1956, (5) G.O. No. 3514, Public (Rural Development Projects), dated 21st November 1955 (page 329 of Manual) and (6) G.O. No. 2968, Public (Rural Development Projects), dated 24th September 1955 (page 166 of Manual).]

The memorandum fourth cited orders have been issued that public contribution should be 50 per cent in all cases unless specifically exempted and that items for which public contribution should be collected are—

(1) Grants for building and equipment (including stage equipment to Community Recreation Centres).

(2) Building and equipment grants to women's clubs.

(3) Equipment grant to children's parks.

(4) Grant for organization Young Farmers' Clubs and Youth Clubs.

(5) Grants to libraries for books, etc.

Community recreation centre.—While G.O. No. 3514, Public (Rural Development Projects), dated 21st November 1955, says that in addition an equipment grant of Rs. 500 is also given to each community recreation centre subject to the condition that the beneficiaries contribution does not fall below 50 per cent cost of the equipment.

G.O. No. 1325, Public (Rural Development Projects), dated 21st April 1955 says " According to the existing rules, a grant of Rs. 500 is made to each community recreation centre towards the cost of radio, books, games equipments, etc., where however community centres are being put up without a token grant, a grant of Rs. 500 may be made for equipment (furniture, etc.) for the centre.

As these two Government Orders are being interpreted in different ways by different Block Development Officers, for instance, in Lower Bhavani Project area there are community recreation centres which have been given one instalment of equipment, viz., radio, books, etc., worth Rs. 500 with 50 per cent contribution and another instalment of furniture worth Rs. 500 without contribution. But now, G.O. No. 3791, Public (Rural Development Projects), dated 8th November 1956, says that grant for building and equipment to community recreation centre (including stage equipment) should be with public contribution—I request that it may be clearly stated whether a community recreation centre can receive up to Rs. 100 worth of equipment including furniture or Rs. 500 worth of equipment only whether maximum public contribution obtained should

be Rs. 500 on a 50 per cent basis or Rs. 250 on a 50 per cent basis. A maximum for Government grant may be fixed and clear instructions given that this overrules the previous instructions.

Women's clubs.—G.O. No. 1325, Public (Rural Development Projects), says "a sum of Rs. 500 may be given as a grant for these centres for equipment—The Mathar Sangams and Balar Sangams should be located in some suitable building provided by the villagers. Where however the buildings are not available, a token grant of Rs. 500 or 50 per cent of the cost whichever is less can be given for putting up buildings. Thus no contribution for equipment is envisaged. G.O. No. 2968, Public (Rural Development Projects), dated 24th September 1955, also reiterates the same in respect of building grant only.

But G.O. No. 3791, Public (Rural Development Projects), says that public contribution shall be collected for building and equipments to women's clubs. I request clarification whether this rules out the earlier Government Orders and if 50 per cent should be collected.

Equipment grant to children's parks G.O. No. 1325, Public (Rural Development Projects), says a grant of Rs. 500 may be made for each centre for the provision of above equipment (swings, slides, parallel bar, seasaws, etc.). G.O. No. 2968, Public (Rural Development Projects), dated 24th September 1955, issuing consolidated instructions for scale of villages' contribution for development schemes under Community Project and National Extension Service does not prescribe any contribution for children's parks. In the Seminar of Social Education Oragnizers and Chief Social Education Organizers held in February 1955, it was decided that the fencing arrangement and preparation of ground may be calculated as villagers' contribution as it is an item pertaining to the children.

As in many places these equipments are not properly looked after fixing of a certain amount of contribution will help towards their proper upkeep. Request clarification as to whether 50 per cent of the cost of the equipment should be the contribution with a maximum Government grant of Rs. 500 or 50 per cent should be the people's contribution for a total cost of Rs. 500.

Young Farmers' club.—G.O. No. 1325, Public (Rural Development Projects), dated 21st April 1955, says that Government contribution should be Rs. 300 and villages Rs. 100. G.O. No. 2968, Public (Rural Development Projects), dated 24th September 1955 also reiterates it. Memorandum No. 85759, dated 3rd September 1956, says 50 per cent should be collected in all cases unless specifically exempted. As many of the Social Education Organizers and Block Development Officers doubt whether the former two Government Orders can be interpreted to give definite exemption in favour of this item. I request definite clarification may be given for this item also.

These are essential as there has been many loose interpretation in the older blocks and the new blocks are unable to follow a standard practice.

(24)

MEMORANDUM No. 8310-R.D.P.-VI/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 29TH MARCH 1957.

[Local Development Works—Formation of Katcha Road—Regarding.]

[*Reference.*—From the Collector of Tanjore, dated 23rd January 1957, Rc. No. 71/57, K. 5.]

The Collector of Tanjore is informed that formation of katcha road as such is not banned as per orders in G.O. Ms. No. 1126, Public, dated 20th March 1956. The orders make it clear that the total cost of the road work includes cost of land and cost of

formation of the road, which includes earth work, metalling, gravelling, culverts and other essential items. But it is laid down that no payment will be made for earthwork and cost of land unless the cost of earthwork is unduly high. Ordinarly except in hilly areas, cost of the earthwork cannot be considered to be very high and therefore the proviso regarding payment of a portion of the cost of the early work will not apply. Payment of 50 per cent of the total cost may be made, provided the cost of items other than land and earthwork exceeds 50 per cent of the total cost. This will ensure that no payment is made towards the actual cost of land and earthwork though those items are included as public contribution against which payment is made for other items of work.

2. In the case of katcha roads, the value of land and the value of earthwork in the formation of the road will be taken as public contribution and payment may be made for other items such as culverts, etc., subject to the conditions that payment in no case exceeds the value of items other than land and earthwork and payment is covered by an equal amount of public contribution.

(25)

MEMORANDUM No. 137208-R.D.P. VI/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH APRIL 1957.

[Community Development Programme—Revised National Extension Service Block—Provision for Local works—Social Education, Rural Water-supply Scheme—Limit of Government contribution and people's contribution.]

[*Reference.*—(1) G.O. Ms. No. 3241, Public (Rural Development Projects), dated 28th September 1956 and (2) from the Collector of Chingleput, dated 20th November 1956, Rc. No. 36886-56, V. 4.]

Expenditure from block funds at the post-intensive stage on any work cannot exceed Rs. 1,000 per work fixed in the Government Order cited. At the post intensive stage it is expected that the people who have had the benefit of intensive programme at the Community Development stage would come forward to participate in increasing measure for provision of amenities for themselves and therefore the percentage of public contribution required has been raised to 66-2/3 per cent—75 per cent and the Government grant for a single work has been limited to Rs. 1,000. Limited funds only have been provided to sustain the enthusiasm generated during the period of intensive development. The works will be executed by the Panchayat for the benefit of the village community as a whole and therefore classification of works as those benefiting Harijans exclusively does not arise. Works are meant to benefit the entire village community including Harijans and the village community is expected to help the Harijans in the

matter in the case of works where the beneficiaries are predominantly Harijans. Therefore the question of making any special concessions for works meant for Harijans and allowing State grants in addition to Rs. 1,000 from Block funds does not arise.

2. The attention of the Collector of Chingleput is drawn to G.O. Ms. No. 358, Health, dated 4th February 1957, wherein Government have sanctioned a programme for provision of wells in Harijan areas under the Rural Water-supply Comprehensive Scheme and he may take action to include works under this programme in deserving cases.

(26)

MEMORANDUM No. 14933-R.D.P.-VI/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH MAY 1957.

[Community Development, National Extension Service and Local Development Works programmes—People's participation—Assessing the value of contribution—Regarding.]

[*Reference.*—From the Collector of Tirunelveli, dated 8th February 1957, No. D-4, 28083/56.]

With reference to his letter cited, the Collector of Tirunelveli is informed that G.O. Ms. No. 171, Public, dated 19th January 1957, lays down that a minimum contribution of 15 per cent of the cost should be forthcoming from the beneficiaries for any work to qualify for inclusion in the Community Development, National Extension Service and Local Development Works programmes. The general rules for these works require that 50 per cent of the cost of the works should be contributed by the people. The Government Order referred to above only lays down that out of the 50 per cent, 15 per cent should come from the people direct and therefore it is open to the local bodies to subscribe the balance of 35 per cent. The Government Memorandum No. 7153, R.D.P. I/55-I, dated 13th September 1955, only contains the various items which can be classified as people's participation. Though contribution from the panchayats out of their own funds can be counted as public contribution, according to the orders in G.O. Ms. No. 171, Public, dated 19th January 1957, such contribution will be limited to the balance of public contribution due for a work according to the rules after 15 per cent has been contributed directly by the people. This rule regarding 15 per cent contribution from the people applies to Community Development and National Extension Service programme also and grants out of funds collected by the panchayats from the villagers cannot be counted towards the 15 per cent contribution by the people.

(27)

MEMORANDUM No. 41678-R.D.P.-I/57-1 PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH MAY 1957.

[Community Development Programme—Post-intensive blocks—Scales of people's contribution.]

[*Reference.*—(1) G.O. Ms. No. 3241, Public, dated 28th September 1956, (2) Memorandum No. 477 R.D.P., I/57-1, dated 19th January 1957 and (3) From the Government of India, Ministry of Community Development, New Delhi, dated 18th April 1957, No. 1(1)/57-P.C.]

A copy of the reference last cited is communicated to the Collectors and Block Development Officers in charge of the post-intensive blocks for information and guidance.

ENCLOSURE.

From the Government of India, Ministry of Community Development, New Delhi, letter No. 1 (1)|57-PC., dated 18th April 1957.
[Post-intensive blocks—Scales of people's contribution.]

Will you please refer to your letter No. 22126|Accts.-III|57-2, dated 19th March 1957, on the above subject?

2. Having regard to the fact that the period of operation of the Community Projects and Community Development Blocks of 1952-53 and 1953-54 series has expired on 30th September 1956, unless it has been extended as a special case, the three-year period for the purpose of utilising the *ad hoc* provision of Rs. 30,000 per annum per block will be reckoned from that date. This means that the Government's contribution for the first year will be available up to 30th September 1957 subject to the maximum of one-third of the total cost of the works, the remaining two-thirds to be contributed by the people. Similarly during the second and third years, the contribution of Government will be at the rate of one-fourth of the total cost of 'works' up to the period ending 30th September 1959.

(28)

MEMORANDUM No. 49185-R.D.P.-I/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH JUNE 1957.

[National Extension Service—Grants-in-aid—Payment for purchase of medicines, etc.—Real contribution—Collections—Instructions.]

[*Reference.*—From the Block Development Officer, Thottiam, dated 29th April 1957, Rc. No. 326 of 1957.]

The Block Development Officer, Thottiam, is informed that orders in G.O. Ms. No. 171, Public, dated 19th January 1957 will apply towards works and schemes taken up in Community Development Programme on a contributory basis. In such cases

the intention of the Government is that the minimum of 15 per cent of the total works or schemes should be contributed by people directly.

Grants-in-aid will be in a different position. As stated in Memo. No. 6717/55-1, Public, dated 24th August 1955, the presumption is that in cases of grants-in-aid persons or institutions to whom the grant is given spend more than the amount granted, that the expenditure is incurred by beneficiaries themselves and therefore there should be no need to collect the contribution through Government agencies. The items listed in the annexure to G.O. No. 2097, Public, dated 6th July 1955 will fall into two classes, (i) grants to institutions; and (ii) grants to individuals. In the case of latter category the quantum of contribution that should be forthcoming from the beneficiaries has been stated in the Government Order itself or in other orders issued from time to time such as grants for goat and sheep breeding, breeding bulls, etc. In the case of grants-in-aid to institutions contribution from the beneficiary need not be insisted on except where specific orders regarding public contribution exist in the Government Order itself or in other orders issued from time to time and in any case 15 per cent contribution from the public as laid down in G.O. Ms. No. 171, Public, dated 19th January 1957 need not be insisted on. But it should be ensured that the institutions receiving the grants spend more than the amount of grant, though no fixed percentage will be prescribed.

(29)

MEMORANDUM No. 25050-R.D.P.-VI/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH JUNE 1957.

[Community Development, National Extension Service and Local Development Works programmes—Contributions paid from District Board funds for the works under Development schemes—Method of payment—Instructions issued.]

[*Reference.*—Memorandum No. 71921-R.D.P.-VI/56-4, Public (Rural Development Projects), dated 28th December 1956.]

According to the rules regarding works taken up under Local Development works, Community Development and National Extension Service, contributions in cash, if any, from the beneficiaries, including local bodies should be remitted in advance to the credit of Government and payment will be made to the executing agency out of the amounts so remitted along with payment of Government grant. The present procedure is to insist that the

entire contributions in cash fixed at the time of sanction of the work should be remitted in advance by the beneficiaries, whether private bodies or local bodies. The district boards are contributing to a large number of works in all the districts and in view of their slender resources, the district boards generally find it difficult to remit the entire contributions in advance for each work, and in many cases, since the district boards cannot remit the contributions due for the work in advance, payment to the executing agency is held up. To avoid these difficulties, the Government direct that in future the following procedure should be observed in respect of contributions from the district boards towards works taken up under the Community Development, National Extension Service and Local Development Works programmes.

(1) Accounts should be kept at the Collector's office, of the amounts due from the district board as their share of the cost in respect of sanctioned works. The district board will remit amounts to the credit of the Government towards its share of public contribution for the works with reference to the sanctioned estimates. These amounts may not cover all the works sanctioned for which contributions from the district boards are due and therefore no attempt need be made to apportion the contributions amongst all the works sanctioned. The Collector will distribute the amount to the drawing officers namely Revenue Divisional Officers or Block Development Officers according to their requirements.

(2) Expenditure may be incurred towards payment of the district board's share of contributions to the extent funds are available with the Collector, while making part-payments for works done, but in no case, payment in excess of the amount actually remitted by the district board should be made.

(3) The Revenue Divisional Officer and the Block Development Officer will report every month to the Collector amounts paid as district board's contribution with break-up of amounts paid for each work. Also particulars of works completed, with the district board's contribution paid towards those works should be reported to Collectors. The Collector will furnish a consolidated statement to the district board every month showing the amount remitted by the district board and payments made and the amount still due from the district board. Statement of completed works with particulars of district board's contribution should also be furnished to the district boards for their information every month.

(4) The Accountant-General may, if he considers necessary, watch the expenditure against district board contribution by getting necessary reports of expenditure against district board contribution direct from the disbursing officers.

(30)

MEMORANDUM No. 60551, PUBLIC-R.D.P.-VII/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 20TH JUNE 1957.

[Community Development Programme—Social Education—South Arcot district—Gingee National Extension Service Block—Starting of Mathar Sanghams—Waiving of collection of Public contribution—Request—Negatived.]

[*Reference.*—(1) Letter from the Block Development Officer, Gingee, dated 30th May 1957, Ref. No. D. 2050/57, and (2) Letter from the Collector of South Arcot, dated 4th June 1957, No. 23334/57.]

The Collector of South Arcot is informed that the Community Development Programmes have been introduced with a view to help the poor and backward people and to improve their living conditions. Keeping in mind the economic conditions of the people, certain rules have been laid down regarding the minimum contribution that should be forthcoming the people for the various activities under the Community Development Programme. It is not possible to make special concessions in respect of any area on the ground that the people are poor and backward. Community Development Programme contemplates gradually increasing public participation and in any case primary objective of the programme is to induce effort on the part of the people themselves to improve their lot. Therefore it will not be in accordance with the spirit of the programme to waive the public contribution. The G.O. No. 3791, Public (Rural Development Projects), dated 8th November 1956, contemplated contribution only for items which are not in the nature of direct expenditure by the Government and Public contribution should be insisted on where the grants are in the nature of aid to private bodies to organize itself. Therefore the request of the Block Development Officer to waive public contribution in respect of Mathar Sanghams cannot be complied with.

(31)

MEMORANDUM No. 75045/R.D.P.-VI/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH SEPTEMBER 1957.

[Community Development Programme including National Extension Service and Local Development Works—Refund of excess contributions remitted by beneficiaries—Instructions.]

[*Reference.*—From the Collector of Tanjore, dated 12th July 1957, Rc. No. 11585/57-K-1.]

The Collector of Tanjore is informed that the expenditure incurred on work-charged establishment need not be taken into account for purposes of refund of excess contribution received from the beneficiaries.

(32)

MEMORANDUM No. 73026/R.D.P.-VI/56-8, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 19TH SEPTEMBER 1957.

[Community Development—Civil works—Katcha roads—Payment of grants—Instructions—Issued.]

[*Reference.*—Letter from the Government of India, Ministry of Community Development, dated 21st August 1957, No. 175/BD/57.]

A copy of the letter from the Government of India, Ministry of Community Development, is communicated to all Collectors, Block Development Officers and Revenue Divisional Officers. They are requested to bring to the notice of the Government, specially hard cases which may qualify for the " small grant " referred to in the last sentence thereof.

ENCLOSURE.

Letter from the Government of India, Ministry of Community Development, New Delhi, to the Secretary to the Government of Madras, Public Department, dated the 21st August 1957, No. 1 (5)|BD|57.

[Community Development—Civil works—Katcha roads—Payment of grants—Proposal.]

Will you please refer to your letter No. 73026|RDP-VI|56-4, dated the 14th May 1957, on the above subject? The delay in reply is regretted.

2. The question of the scale of people's contribution towards the various items of the programme was discussed at the Sixth Development Commissioners' Conference held at Mussoorie in April last, the recommendations of which have already been forwarded to all State Governments. In regard to katcha roads, the conference has recommended that they should be constructed by villagers at their own cost, i.e., by voluntary contribution of land and manual labour, and that culverts and pucca roads will be provided by the Block Administration. The object underlying this recommendation is that as katcha roads involve only manual or unskilled labour, it should be contributed free by the village people in keeping with the basic concept of Community Development. Your proposal to pay from the block budget a grant of 25 per cent of the cost of earthwork has been carefully considered and cannot, it is regretted, be agreed to. In case, however earthwork in some areas involves skilled labour or labour of a specially ardous nature, there is no objection to its being carried out on payment of a small grant from the block budget.

(33)

G.O.Ms. No. 2785, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 20TH SEPTEMBER 1957.

[Community Development Programme—Post intensive Blocks—Percentage of people's contribution in the case of " Local Works "—Instructions—Issued.]

READ—the following papers :—

G.O. Ms. No. 3241, Public (Rural Development Projects), dated 28th September 1956.

G.O. Ms. No. 4111, Public (Rural Development Projects), dated 6th December 1956.

From the Government of India, Ministry of Community Development, dated 13th June 1957, No. 1 (13/57-PC.)

Order—No. 2785, Public (Rural Development Projects), dated 20th September 1957.

The recommendations and conclusions of the Sixth Development Commissioners' Conference held in May 1957 on the question

of execution of the " Local Works " in the post intensive phase of the Community Development Programme reads as follows :—

" In view of the fact that a wide measure of disparity in regard to the facilities provided existed between different villages in a block, special attention will have to be paid to the removal of this disparity to avoid frustration on the part of the less fortunate villages. Preference should be given to such villages in carrying out local works in the post-intensive stage, and a certain amount of flexibility in regard to the scale of people's contribution for local works be allowed in their case ".

The Governmet of India, Ministry of Community Development, have stated that they have no objection to a reduction in the prescribed scale of people's contribution for local works, at the post-intensive phase in the case of villages which have had no development under the Community Development Programme during the intensive phase.

2. In view of the above, the following further instructions are issued in continuation of the instructions issued in G.O. Ms. No. 3241, Public (Rural Development Projects), dated 28th September 1956.—

(*a*) In paragraph 3 of the Government Order, instructions have been issued fixing the scale of voluntary contributions from the people for each item of work executed under " Local works " in the post-intensive phase at two-thirds for the first year and three-fourths for the second and third years. The Government now direct that, in the case of the villages, where not much benefit was derived under the Community Development Programme during the intensive phase, the people's contribution may be limited to 50 per cent at the discretion of the Block Development Officers, from the current year (1957–1958).

(*b*) In paragraph 4 of the same Government Order, the Government expenditure on any one item of work referred to in (*a*) above was limited to Rs. 1,000 (rupees one thousand only). The Government now direct that this limit be raised to Rs. 2,000 (rupees two thousand only) or 50 per cent on any one item of work, whichever is less. The Government grant should be pitched as low as possible so as to attract the maximum contribution from the villagers.

3. The above instructions should be read in conjunction with those issued in the Government Orders cited.

APPENDIX V—AGRICULTURE.

(35)

G.O. Ms. No. 415, AGRICULTURE (FOOD PRODUCTION), DATED 9TH DECEMBER 1955.

[Printing—Packets for supply of Sesbania seeds—Printing of packets free of cost—Orders issued.]

READ—the following papers :—

From the Director of Agriculture, dated 20th October 1954 and 6th January 1955, No. E. 1237/54.

From the Director of Agriculture, dated 30th August 1955, No. E1-1237/54.

From the Controller of Stationery and Printing, dated 8th October 1955, No. Pr. D.B. 398/53-54 (Mint.)

Order—No. 415, *Agriculture (Food Production), dated* 9*th December* 1955.

Early in 1953, the Director of Agriculture placed an order with the Controller of Stationery and Printing for the printing and supply of 2 lakhs of seed packets for the scheme relating to the distribution of Sesbania seeds to ryots on the presumption that they would be supplied free of cost by the Controller of Stationery and Printing. He distributed the packets to the District Agricultural Officers with instruction to distribute them to ryots at a price of 4 pies per packet in the areas under the control of the District Agricultural Officers including Community and National Extension Service Blocks.

2. The Controller of Stationery and Printing has raised the point that the entire sale proceeds of the packets should be credited to " XLV.—Stationery and Printing " for the reason that the expenditure on printing the packets was met from the appropriation under " 56. Stationery and Printing—II. Printing ". The Director of Agriculture has stated that a few District Agricultural Officers have credited the sale proceeds to " XLV.—Stationery and Printing " while others have credited the amounts to " XXIX.—Agriculture—Agricultural receipts " and that to propose necessary alteration to the Accountant-General is not a practical proposition since the Accountant-General has closed the accounts for 1953–54 and 1954–55. The Director of Agriculture has therefore, suggested that the entire supply of seed packets may be treated as having been made free of cost and the District Agricultural Officers permitted to credit the sale proceeds of the seeds packets to the head " XLV.—Stationery and Printing " in future. The Government accept the suggestion of the Diretcor of Agriculture and direct that the entire supply of seed packets for distribution of Sesbania seeds be treated as having been made free of cost and that the sale proceeds of the packets should in future be credited to " XLV.—Stationery and Printing ".

(36)

MEMORANDUM No. 10500-RDP-V/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 7TH FEBRUARY 1956.

[Community Projects, Community Development and National Extension Service—Agriculture—Fruit plants, seedlings, etc. —Purchase from departmental nurseries or private farms—Procedure—Instructions issued.]

[*Reference.*—From the Director of Agriculture, Madras, dated 20th December 1955, D. Dis. Y. 571/55.]

In order to ensure that plants of approved varieties in departmental nurseries are utilised in full in Community Projects, Community Development or National Extension Service areas and that purchases from private agencies or farms are made only if and when stocks are not available in departmental nurseries, the Director of Agriculture has suggested in his letter cited that—

(1) That Project Executive Officers and Block Development Officers concerned may contact the District Agricultural Officer for information an the availability of different kinds of fruit plants, seedlings, etc., and their price at the departmental nurseries to which they may apply direct for supply. These Officers may resort to purchase from non-departmental agencies only if any particular kind or variety of plant is not available from any of the State nurseries though such contingency is not likely to arise, as ample stocks are avaiable in most of the centres.

(2) In case of purchase of plants, seedlings, etc., from private farms or agencies the prices paid should not exceed the rates prescribed for the respective plants in Agriculture Department. Adequate care should be taken to ensure the quality.

The Government approve the above procedure suggested by the Director of Agriculture and direct that this procedure be followed invariably in future by the Project Executive Officres and Block Development Officers in the matter of purchase of fruit plants, seedlings, etc., required for use in their areas.

(37)

MEMORANDUM No. 6060-R.D.P.-V/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 11TH FEBRUARY 1956.

[Community Projects and National Extension Service—Agriculture—Note prepared by Dr. Mordecai Ezekiel, Deputy Director, Economic Division, F.A.O. on Field visits in India—Comments—Communicated.]

[*Reference.*—From the Community Project Administration, dated 10th January 1956, No. CPA/5 (79)/56-Prg.]

A copy of the letter cited together with its enclosure is communicated to all Collectors except the Collector of Madras, Project

Executive Officers and Block Development Officers (Community Project, Community Development and National Extension Service.)

2. They are requested to see that steps are taken to improve the quality of demonstrations and to publicise the results of demonstrations to all cultivators in their jurisdiction.

ENCLOSURES.

(1)

Letter from the Community Projects Administration, New Delhi, to all Development Commissioners, dated 10th January 1956, No. CPA|5 (79)|56-Prg.

A copy of the note recorded by Dr. Mordecai Ezekiel, Deputy Director, Economics Division, F.A.O., on field visits in India is sent herewith. It is hoped that steps will be taken to improve the quality of demonstrations and to particularly pay attention on dramatising and publicising the results of demonstrations to all cultivators. The State Governments should make adequate provision for the conduct of demonstrations where, it does not exist for this purpose. The Ministry of Food and Agriculture is being requested to provide sufficient quantities of fertilizers for the conduct of demonstrations.

(2)

Extracts from a Note prepared by Dr. Mordecai Ezekiel, Deputy Director, Economics Division, F.A.O., on field visits in India.

Agricultural extension methods.—No special study was made on this subject, and my comments are based merely on the occasional contacts I had with agricultural extension work in the course of other visits. These contacts let to the impression that although a good deal has been done to increase the number of agricultural extension workers at work in India, adequate attention has not yet been given to using the "demonstration" method of showing farmers in practice how individual improved practices can help their own operations.

The "demonstration" method consists of having ordinary farmers just as average and representative as possible—try out some single practice on part of their own farm, and then see under these practical farm conditions how much increase in production is obtained by the new method, and how much it costs them to do it. This is most easily adapted to showing crop results, such as the effect of using improved seeds, better fertilizers, or improved irrigation or other cultural practices. To be most effective each demonstration plot should consist of one or more parts of the field. On these the new method is tried, side by side with other parts of the field, which are planted in the traditional way with the same crop, so that the difference in growth and yields, will be apparent to the eye. Further, these demonstration plots should be clearly marked with a large sign-board, explaining what is going on, and with large signs on each of the plots telling (or showing in picture form) exactly what treatment that plot is receiving. Then the other farmers in the village, and passers by, can watch the growth of several crops, and see during the season the difference in yields secured. It helps if the demonstration plots can be located on or near a road, and it would be even better if they can be located on a main road, so that many more people can see the result of improved practices. When harvest time comes it is good, especially if the practices prove successful to make some kind of a special occasion of the harvests; if the other farmers of the village gather there, and take part in the harvesting of the separate plots, and weigh up the yields obtaining by the different methods; also dramatize it by piling up the yields secured on the test plot, and the control or untreated plots, on an equal area of land, and then have photographs made for publication in the local newspapers, and perhaps for display in the Town Hall, showing the results secured.

The same method can be used for livestock, but this requires somewhat more care and ingenuity, and is a little more difficult to compare the results. However, it should be possible if the farmer has, say, several milk cows, to feed some of them improved rations, and feed others according to the older methods; keep records of the production, and show the differences obtained during the course of a month or a year. With chickens he might divide his flock into two parts (especially if he can afford the wiring to pen them up separately)—or else to have one group fed with proper feed penned up, and the remainder allowed to run and pick up their food as they can, and then compare egg production and weight of the chickens in the two groups.

The essential points involved are that (1) the demonstrations should be restricted to one simple point which can be understood and grasped readily; (2) they should be designed to drive the message home as effectively as possible; and (3) they should be dramatized and publicised so that not only the individual farmer connected with the demonstrations, but as many other neighbouring farmers as possible profit and learn from the results.

I was informed that these methods are being taught at some of the training courses being given for extension workers, but I was impressed by the fact that in two weeks' travel, almost entirely in country districts over many acres of miles of roads of all categories, I saw only one demonstration plot, and that one was not at all effectively set up for publicity purposes.

My suggestions above are those of a generalist rather than a specialist, and I am sure that your extension teachers know more about how it should be done than I have suggested above, but my point is that in all areas where extension work is under way—and most especially including development blocks where very intensive extension work is supposed to be going on—much more attention needs to be given than appears to be given so far, to make the best use of the essential tool of farm demonstrations.

(38)

MEMORANDUM No. 19679-RDP-V/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH MARCH 1956.

[Community Projects and National Extension Service—Agriculture—Dissemination of knowledge regarding improved agricultural practices followed by Krishi Pandit.]

[*Reference*.—From the Community Projects Administration, dated 3rd February 1956, No. 5 (22)/56-Prg.]

A copy of the letter cited together with its enclosure is communicated to all Project Executive Officers, Block Development Officers (Community Development, Community Project and National Extension Service). They are requested to take active steps to bring to the notice of the cultivators the improved cultural practices adopted by ' Krishi Pandits '. The ryots should be persuaded to participate in the crop competitions organised by the Government.

ENCLOSURE.

Letter from the Community Projects Administration, New Delhi, dated 3rd February 1956, No. CPA|5 (22)|56-Prg.

A copy of Directorate of Extension and Training's letter No. F. 34 (19)|55-Ext., dated the 24th November 1955, addressed to all Principals of Extension Training Centres is forwarded herewith. It is requested that the improved cultural practices adopted by Krishi Pandits should be brought to the notice of cultivators through the project personnel. The cultivators should be induced to participate in the competitions organized by the States at the villages, taluks, district and State levels.

SUB-ENCLOSURE.

Letter from the Directorate of Extension and Training, Ministry of Food and Agriculture, New Delhi, dated 24th November 1955, No. F. 34 (19)|55-Ext.

As you are aware, a crop competition scheme has been worked in the State since 1949–50 on the initiation of the Union Minister for Food and Agriculture, with a view to induce the farmers to adopt improved farm techniques to get maximum yields. Under this scheme, competitions are organized by the States at village, taluk, district and State levels and by the Government of India at the all-India level. A cash prize of Rs. 5,000 and certificate of " Krishi

Pandit" are awarded to the winners of the All-India competition. At present these awards are made for six crops, viz., wheat, paddy, gram, jowar, bajra and potatoes.

Spectacular yields have been obtained by the winners in respect of some of the crops, by the adoption of improved practices. It is desired that these improved practices should be propagated in other areas for the benefit of other cultivators especially in areas near about the fields of the winners. Full particulars of the winners in some of the recent competitions, the crops concerned, the yields obtained the improved cultural practices, etc., adopted, are given in the enclosed statement.

It will be a great advantage if these particulars are brought to the notice of the trainees at your centre so that both during their practical training and on being posted as village level workers, they will be in a position to bring this additional knowledge to the notice of other cultivators.

This matter is being brought to the notice of the Block Development Officers through the Development Commissioners and the Community Projects Administration for similar action in the National Extension Service Blocks and Community Projects.

Please acknowledge receipt of this letter.

Enclosures to Sub-enclosure.

(i)

CULTURAL PRACTICES ADOPTED BY SHRI RAM KRISHNA SING, VILLAGE BARKATPUR, BULANDSHAHR, DISTRICT, UNITED PROVINCE, WHO WAS DECLARED KRISHI PANDIT IN WHEAT CROP FOR THE YEAR 1953-54.

1 Type of soil, its level and drainage ..	Domat (loam) well levelled and well drained.
2 Previous crop details of its cultivation.	Savai for green manuring.
3 Number of ploughings and harrowings/ and harrowings done to prepare.	21 ploughings. 3 harrowings.
4 Variety	pb.-591.
5 Sowers from where the seed material was obtained.	Seed store Bulandshahr one year back selected by eare.
6 Irrigation given or rains during the course of preparation of the land and to the crop.	4 irrigations.
7 Date of sowing and seed rate per acre ..	30th October 1953, lms. 10 seers per acre.
8 Method of sowing	By Nali (Desi seed drill).
9 Distance from row to row and plant to plant.	8" to 9". No distance plant to plant.
10 Use of so l disinfectants	Gammaxane 0·25. 6 seers per acre.
11 Details of regards application of green manure, farm yard manure, compost, oil cakes, etc. their doses and dates of application, followed by irrigation.	Green manuring 1½ maunds on 15th June 1953. Spreading bone meal 6 maunds per acre on 20th July 1953. Ploughing annai on 2nd August 1953. Application of mixture of caster cake 6 maunds and superphosphate 2½ maunds on 25th October 1953.
12 Number of irrigations and their frequences.	Four irrigations after sowing.
13 Weeding and howing, harrowing earthing and other inter-cultural operations done.	(1) 2nd December 1953, 15th January 1954, 8th March 1954. (2) Weeding and howing, 5th April 1954, 28th November 1953 and 15th December 1953.

14 Control of pests and diseases	No pest and disease. The seed was treated with sal solution and agrosan.
15 Date of harvesting and method employed.	10th April 1954, Manual labour.
16 Yield obtained per acre	64 maunds, 11 seers and 8 chts.
17 Cost of cultivation per acre	Rs. 1,150-11-0 only.

(ii)

CULTURAL PRACTICES ADOPTED BY SHREEMANT SETH RISHABH KUMAR, KHURAI VILLAGE, DISTRICT SAGAR, MADHYA PRADESH, WHO WAS DECLARED KRISHI PANDIT IN WHEAT CROP FOR THE YEAR 1954-55.

1 Type of soil, its level and drainage ..	Black cotton soil (Mund I), levelled and irrigated.
2 Previous crop and details of its cultivation.	One ploughing and five disking.
3 Number of ploughings and harrowings done to prepare the land.	One ploughing and six disking.
4 Variety	H. 65 wheat.
5 Source from where the seed was obtained.	Arkhera Government seed farm.
6 Irrigation given or rains during the course of preparation of the land and to the crop.	Three irrigation.
7 Date of sowing and seed rate per acre ..	17th October 1954, 80 lb. per acre.
8 Distance from row to row and plant to plant.	Seven inches row to row.
9 Method of sowing	By seed drill.
10 Details as regards application of green manure, farm yard manure, compost, oil cakes, etc., their doses and dates of application followed by irrigation.	Green manuring by sunhemp. Thirty cartloads of compost per acre before rains. ammonium phosphate and fertiliser mixture 250 lb. per acre with the seed and irrigation after a fortnight. After one month 100 lb. of ammonium sulphate per acre and irrigation after one month.
11 Date of harvest	26th March 1955.
12 Yield per acre	72 mds, 28 srs and 9 chts.

(iii)

CULTURAL PRACTICES ADOPTED BY SHRI NARAYAN LAL UJAONE, VILLAGE PARDI, DISTRICT BHANDARA, M. WHO WAS DECLARED KRISHI PANDIT IN PADDY CROP FOR THE YEAR 1954-55.

1 Type of soil, its level and drainage ..	Morand II—levelled.
2 Previous crops	Paddy.
3 Number of ploughing and horrowing done to prepare land.	Six ploughing.
4 Details about nursery	Raised seed bed, seed ra. 5 lb. per bed of 33'×4'.
5 Variety	Burma across.
6 Sources from where the seed material was obtained.	From previous year's stock.
7 Irrigations given or rains during the course of preparation of the land and to the crop.	Rains were well distributed during the preparation of the land. The plot also got additional advantage of seepage water from the tank close to it.

8	Date of sowing	Nursery—30th June 1954, Date of transplantation –16th July 1954 to 23rd July 1954.
9	Method of sowing	Japanese method.
10	Distance from row to row and plant to plant.	9″ × 9″ both ways.
11	Details as regards application of green manure, farm yard manure, compost, oil cakes, etc., their doses and dates of application.	Compost—30 cartloads per acre in June. Sheep folding and cattle folding with 2,560 sheep and 1,500 cattle per acre in the month of May and June. Bonemeal— 00 lb. Ist week of July. Ammonium sulphate 100 lb. each time on 16th July 1954, 2nd August 1954 and 12th September 1954. Murate of potash 100 lb. on 21st August 1954. Fertiliser mixture 200 lb. on 17th August 1954.
12	Number of irrigation done	Nil.
13	Weeding and howing, harrowing, earthing and other intercultural operations done.	Three howings only.
14	Control of pest and diseases	The attack of jassids was controlled by 5 per cent BHC @ 40 per acre. The blast attack was checked by spraying with pere-nox.
15	Date of harvest	14th December, 1954.
16	Yield per acre	102 mds. 7 srs. and 9 chts.

(iv)

CULTURAL PRACTICES ADOPTED BY SHRI VYANKATRAO BHAGA PATIL, VILLAGE VIRAWALI, DISTRICT EAST KHANDESH, BOMBAY, WHO WAS DECLARED KRISHI PANDIT IN JOWAR CROP FOR THE YEAR 1954–55.

1	Type of soil, its level and drainage ..	Medium black with a negligible slope from south to north leaving good drainage.
2	Previous crop and details of its cultivation.	Gram chaffa.
3	Number of ploughings and harrowings done to prepare land.	Ploughing cropwise once. Harrowing crosswise thrice.
4	Variety	Aispuri.
5	Source from where the seed material was obtained.	Superintendent, Agricultural Farm, Jalgaon.
6	Irrigations given or rains during the course of preparation of the land and to the crop.	Two irrigations (1) 27th October 1954. (2) 5th November 1954.
7	Date of sowing and seed rate per acre ..	22nd July 1954. 6 lb. per acre.
8	Method of sowing	Dibbling 3–4 seeds at a distance of 1½′ × 1½′.
9	Distance row to row and plant to plant.	1½′ × 1½′.
10	Details as regards application of green manure, farm yard manure, compost, oil cakes, etc., their application.	Compost—25 carts per acre on 7th June 1954, Fertiliser first dose. 2 mds. groundnut cake—2 mds. Superphosphate on 24th August 1954. Second dose 2 mds. manure mixture on 2nd September 1954.

11 Number of irrigations done	Two irrigations (1) 27th October 1954. (2) 5th November 1954.
12 Weeding and howing, harrowing, earthing and other intercultivation operations done.	Weeding three—9th August 1954, 23rd August 1954 and 4th November 1954. Howing three—10th August 1954, 24th August 1954, 2nd September 1954. Earthing on 5th November 1954, Removing dry leaves once on 26th October 1954.
13 Monthly rain fall recorded during the growth periods of the crop.	July—5 inches. August—8". September—13 inches. October, November, December—Nil.
14 Date of harvest and method employed..	5th December 1954. Manual labour.
15 Yield per acre	88 mds. and 22 srs. only.
16 Any other information considered relevant.	Used bamboos and coir string for support.

(39)

G.O. Ms. No. 1084, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 17TH MARCH 1956.

[Community Projects, Community Development and National Extension Service—Agriculture—Crop estimation survey—Crop cutting experiments conducted by the Directorate of National Sample Survey—Prompt submission of reports—Purchase of equipment—Incidental charges—Instructions issued.]

READ—the following papers :—

Memorandum No. 4246-R.D.P.-I/54-1, Public (Rural Development Projects), dated 30th November 1954.

G.O. Ms. No. 2224, Public (Rural Development Projects), dated 15th July 1955.

Letter from the Chief Director, Directorate of National Sample Survey, dated 25th February 1956, No. 15 (15)/56-C.S.S.

Order—No. 1084, *Public* (*Rural Development Projects*), *dated* 17*th March* 1956.

The Chief Director, Directorate of National Sample Survey, New Delhi, has stated in his letter cited that some Block Development Officers of this State have addressed the Directorate of National Sample Survey regarding the payment of labour and compensation charges to the cultivators of fields selected for the crop estimation survey. In this connection the attention of all the Collectors except the Collector of Madras, Project Executive Officers and Block Development Officers is invited to paragraph 9 of the Government of India's letter No. CAP/35/54, dated 19th November 1954 communicated with the memorandum read above wherein it is stated that the expenditure on incidental charges is to be met out of the Community Projects, Community Development or National Extension Service Funds. They are informed that the

incidental charges to be incurred in connection with the crop estimation survey conducted by the Directorate of National Sample Survey may be met from the funds of the respective blocks or areas.

2. The Regional Officer, National Sample Survey, Bangalore, has brought to the notice of the Government that the Project Executive Officers and Block Development Officers are not promptly sending their reports in the prescribed forms. The Collectors are requested to impress upon the Project Executive Officers and Block Development Officers the importance of the prompt action in all matters connected with the survey and see that the forms are sent hereafter promptly in a complete form to the Regional Officer.

3. The Regional Officer has also pointed out that in some blocks the gramasevaks in charge of the work have not been provided with the necessary equipment. In this connection the attention of all Collectors, Project Executive Officers and Block Development Officers is invited to the orders issued in paragraph 5 of the Government Order read above and they are requested to see that all the items of equipment required are supplied to the gramasevaks.

(40)

MEMORANDUM No. 4654-RDP-V/55-8, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 21ST MARCH 1956.

[Community Projects and National Extension Service—Visit of Dr. M. Ezekiel—Development of Home gardens and marketing on a co-operative basis—Instructions issued.]

[*Reference.*—From the Community Projects Administration, dated 14th June 1955. From the Director of Agriculture, dated 26th November 1955, No. D. Dis. L. 2132/55.]

Relevant extracts from the letters cited are communicated to all Collectors except the Collector of Madras, Project Executive Officers and Block Development Officers for necessary action. Efforts to develop commercial home gardening should be intensified. The possibilities of making arrangements for marketing through co-operative societies may also be examined in areas adjoining towns.

ENCLOSURES.

(i)

Extract from the notes of Dr. M. Ezekiel.

* * * * *

Possibilities of more effective use of irrigation water.—Although a great deal is being done to increase the amount of water available for irrigation and to help and encourage farmers to get the water on their land, much loss, thought

and attention seems to have been given in most of the areas which I visited to making the most productive use of the water once it was available. In most areas for example farmers seemed to be using the water to expand their production of sugarcane, and little or no attention was being given for the use of the water for any other crop. It is true that the value of crops per acre from the irrigated sugarcane in India estimated from scanty data at possibly Rs. 415 per acre, is considerably higher than from irrigated wheat or rice (roughly Rs. 135 for wheat and Rs. 150 for rice). There are, however, other crops for which irrigation water can be used which have far higher values. These should include fresh fruits and fresh vegetables in areas where local markets are available, or where possibilities exist for canning and preserving. How rapidly this possibility can be expanded depends of course, in part, on means for marketing and processing facilities, and on arrangements to improve the facilities for marketing these products. There are two other possibilities which seem to have been almost entirely overlooked, (*a*) home gardens and (*b*) production of forage crops for consumption by animals.

On home gardens, a relatively small acreage of land (one-tenth to one-quarter an acre) put into the production of vegetables for home consumption can produce an amount of food far greater than many acres in grain crops. Very little effort seemed to have been given to encouraging farmers to develop such home gardens, to teaching them and the womenfolk how to prepare vegetables for current consumption, so as not to destroy much of the nutriment in the process, and also how to preserve vegetables for use during the winter or dry periods of the year. The fact is that the garden if thought of at all, is usually regarded as the concern of the women, and that extension agents seem to pay no attention at all to what women might do, so that the encouragement of vegetable gardens seems to have been largely lost sight of in extension work. Similarly, where women home extension agents are at work, this aspect of their work may not be adequately correlated with similar efforts by the men agents. The simple fact is that a quarter of an acre in the production of vegetables, can often produce a larger amount of more desirable, can often produce a larger amount of more desirable human food than five acres in grain, so that adequate attention to this point can do a great deal to raise the nutritional standards of the rural population.

* * * * *

(ii)

Extract from the letter from the Director of Agriculture, Madras, dated 26th November 1955, *No. D.Dis. L.* 2132|55.

* * * * *

10. There is a valid criticism to the effect that when irrigation facilities are improved the water is applied for increasing the production of crops like sugarcane. This accusation is hardly true. Improved irrigation facilities are afforded through large irrigation projects and through increase of wells of different kinds. In the former it was the practice previously to think every target in terms of paddy and other attractive commercial crops like sugarcane and bananas to be raised in the project areas. This idea has however yielded place to the raising of garden crops. The Lower Bhavani Project and the Tungabhadra Project are examples of the changing trends. In the settled wet land areas we are also doing propaganda for a varied pattern of land utilization providing for garden crops like cotton, groundnut, millets, vegetables, etc. Work on these lines can be intensified. Utilization of water from wells is generally managed most economically. Even here we have popularized line cultivation and ridge irrigation.

11. The idea of home gardens with reference to the use of irrigation water might seem to be a little over stretched. But development of home gardens as a separate suggestion is worth examining. Even already we are doing some propaganda for the development of home gardening. We have special Agricultural Demonstrators in Madras for such work. This can be extended to other large cities like Coimbatore and Madurai and later on to large towns

like Tiruchirappalli, Salem, Vellore, etc. Out in the villages the home garden instinct is already existing. This is conspicuous in Malabar. The provision for manai kollai in the varam system of Tanjore district is another instance. In Coimbatore and Salem districts, the system of farmers residing in houses erected in their gardens, rather than in village or natham site, is fairly common and in all such gardens small areas are invariably diverted to home garden crops. What is now required is developing these on a larger scale. Any phased expansion we are able to bring about will also have the effect of increasing supplies of protective foods considered very essential for better nutrition. This development is linked up with marketing. As an instance it might be mentioned that because of the special extra demand for vegetables for the military there was expanded production of vegetables. The production contracted soon after the special demand also ceased. Thus when the idea of extending home gardening is considered it can first be thought of from the point of view of increased production for home consumption by the producers themselves. The employment of women extension workers will be very useful in this line. As a first step one at least of the four Special Agricultural Demonstrators at Madras can be Lady Agricultural Graduates. They can be employed also in increasing numbers as this scheme gets extended to other cities and towns and in the basic training schools. Development of commercial home gardening will have to be considered as a separate marketing scheme perhaps in consultation with the Registrar of Co-operative Societies.

(41)

MEMORANDUM No. 78764-RDP-V/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH JUNE 1956.

[Community Development—Agriculture—National Tree Planting —Vanamahotsava Celebrations in July 1956—Instructions issued.]

[*Reference.*—G.O. Ms. No. 1462, Agriculture, dated 7th June 1956.]

The attention of all Project Executive Officers and Block Development Officers (Community Development, Community Project, and National Extension Service) is invited to paragraph 2 (i) and 5 of the Government Order cited and they are requested to see that Vanamahotsava Campaign is celebrated in a fitting manner. They are requested to arrange for community mass planting of useful trees in their areas. Adequate steps should be taken for the maintenance and up-keep of the trees planted.

2. If funds in addition to that provided according to orders in G.O. No. 2097, Public (Rural Development Projects), dated 6th July 1955, are required, they are requested to address their Collectors.

3. Their attention is invited to the instructions contained in paragraph 8 of the Government Order cited and they should submit a detailed report on the work done to their Collectors

(42)

G.O. Ms. No. 2489, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 18TH JULY 1956.

[Community Development—Crop Estimation Survey—Payment of honorarium to Karnams—Instructions issued.]

READ—the following papers :—

G.O. Ms. No. 1084, Public (Rural Development Projects), dated 17th March 1956.

Letter from the Community Project Administration, dated 11th May 1956, No. CPA. 27 (24)/Bd/55.

Order—No. 2489, *Public (Rural Development Projects), dated* 18th *July* 1956.

It has been represented that some honorarium should be paid to karnams for their assistance in selecting and identifying fields for work connected with the crop estimation survey conducted by the Directorate of National Sample Survey. The Government accept this suggestion and direct that an honorarium of Re. 1 per village be paid to the village karnams for their work connected with crop estimation survey, the expenditure being met from the funds of the respective blocks or areas.

(43)

MEMORANDUM No. 82340-RDP-V/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 2ND AUGUST 1956.

[Community Development and National Extension Service—Agriculture—Priority—Instructions issued.]

[*Reference.*—From the Secretary, Planning Commission, dated 5th June 1956, Ref. No. P.C. (iv) 14 (11)/56.]

An extract from the letter cited is communicated to all Collectors (except the Collector of Madras), all Project Executive Officers and all Block Development Officers, for necessary action.

ENCLOSURE.

Extract of the Public (Planning and Development) Department U.O., Note No. 929|56-1, *dated 9th June* 1956.

* * * * *

(ii) *Priority for agriculture in National Extension Service and Community Projects.*—In National Extension and Community Project areas and in the work of village level workers, agricultural production must be given the first and foremost priority. Definite targets should be laid down for each group of villages in charge of an extension worker not only in respect of physical resources to be created, such as number of irrigation works to be constructed and quantities of fertilizers, manures and improved seeds to be distributed, but also in respect of the acreage to be benefited by other improved agricultural practices and techniques.

(iii) *Reaching individual families in National Extension Service and Community Projects.*—In the adoption of various extension measures the aim should be to cover the entire acreage in every village and to reach every family, say, within a period of ten years. This is the main function of the national extension service.

(44)

G.O. R. No. 1396, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 11TH AUGUST 1956.

[Community Development and National Extension Service—Agriculture—Chemical Fertilizers—Transport and Standardization charges—Maximum limits—Fixation of.]

READ—the following papers :—

From the Accountant-General, dated 9th August 1955, No. DA. VIII. C.P. IV. 123.

From the Board of Revenue (Food Production), L. Dis. No. F.P. IV. 23087/56, dated 25th June 1956.

Order—No. 1396, *Public* (*Rural Development Projects*), *dated* 11*th August* 1956.

At the instance of the Accountant-General, the question of fixing a ceiling on incidental expenditure on transport, storage, etc., of chemical fertilisers handled by Project Executive Officers/ Block Development Officers has been examined in consultation with the Board of Revenue (Food Production). The Board has recommended that for the purpose of fixing a limit to such expenditure a maximum rate of four annas per mile per ton for transport and rupee one per ton for standardisation may be adopted, the payment being limited to the actual expenditure incurred.

The Government accept the recommendations of the Board of Revenue (Food Production) and direct that in respect of chemical fertilisers expenditure up to a maximum limit of annas four per ton per mile for transport and rupee one per ton for standardisation charges may be incurred by Project Executive Officers/Block Development Officers.

(45)

MEMORANDUM No. 2147-RDP-V/55-10, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 14TH AUGUST 1956.

[Community Projects, Community Development and National Extension Service—Agriculture—Improved Agricultural Implements—Popularisation of—Propaganda by Agriculture Extension Staff—Instructions issued.]

[*Reference.*—From the Director of Agriculture, dated 19th April 1955, Ref. No. H.I. 371/54.]

The Government have examined in consultation with the Director of Agriculture the question of popularising among the ryots the use of improved agricultural implements in the Community Projects, Community Development, National Extension Service areas. He has recommended that effective propaganda for use of such implements can best be done by the Agricultural Extension Staff. The Government accept the recommendation and direct that efforts should be made by the Agricultural Extension Staff working in the Community Projects, Community

Development and National Extension Service areas to popularise the improved agricultural implements by means of propaganda and demonstration.

(46)

MEMORANDUM No. 103438-RDP-V/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH AUGUST 1956.

[Community Development Programme—Second Five-Year Plan—Training in improved methods of handling and curing of virginia tobacco—Press Note.]

[*Reference.*—From the Community Projects Administration, dated 21st August 1956, No. CPA/5(56)/1/56-Prg.]

A copy of the letter cited together with a copy of the Press Note referred to therein is communicated to all Collectors, except the Collector of Madras, all Block Development Officers and all Project Executive Officers and the Director of Agriculture, for necessary action.

ENCLOSURE.

Letter from the Community Projects Administration, dated 21st August 1956, Ref. No. CPA|5 (56)|1|56-Prg.

I enclose a copy of Press Note from Indian Central Tobacco Committee, Madras, regarding training at the Committee's Central Tobacco Research Institute Farm, Kateru, in the various phases of Virginia Cigarette Tobacco cultivation from 1st September 1956 under the training scheme sanctioned by the Government of India in the Second Five-Year Plan.

It is requested that the contents of the Press Note may please be given wide publicity in the tobacco cultivating Community Project|National Extension Service areas for the benefit of growers and others who are interested in learning the technique of tobacco production.

SUB-ENCLOSURE.

Press Note from the Indian Central Tobacco Committee.

Under the Second Five-Year Plan, a scheme for training in "Improved methods of virginia tobacco cultivation" is being started this year at the Kateru Farm of Central Tobacco Research Institute, Rajahmundry. The object is to train all those interested in virginia tobacco cultivation particularly growers-*cum*-curers in better methods of raising nurseries, cultivation, handling, curing and grading. The training will cover the general theoretical and practical aspects of the following phases of tobacco cultivation:—

Nursery.—(i) Preparing beds, applying manures and sowing.

(ii) Watering and spraying for control of diseases and insect pests.

Fields.—(i) Preparatory cultivation and manuring.

(ii) Transplanting.

(iii) Application of fungicides and insecticides for control of pests and diseases. Uprooting orobanche-attending to inter-culturing.

(iv) Priming, stringing, curing and grading.

The medium of instruction will be Telugu|English. The duration of the course this year will be from 1st September 1956 to 31st March 1957. The training will be given free of cost but the candidates will have to meet their own expenses for lodging, boarding and touring (if it becomes necessary) during the course of training. The candidates will have to make their own arrangements for boarding and lodging.

Applications are therefore invited from those who are interested in the training. Applicants should state the reading and writing knowledge they possess, area under tobacco cultivation owned by him or his parents, experience in agriculture in general particularly in tobacco cultivation and curing. Application should reach the Director, Tobacco Research, Central Tobacco Research Institute, Rajahmundry, before 20th August 1956.

(47)

MEMORANDUM No. 104079-RDP-V/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 25TH OCTOBER 1956.

[Community Development and National Extension Service—Survey of Crop Estimation by Directorate of National Sample Survey—Instructions issued.]

[*Reference.*—(1) G.O. Ms. No. 2224, Public (Rural Development Projects), dated 15th July 1955, (2) G.O. Ms. No. 1084, Public (Rural Development Projects), dated 17th March 1956, (3) G.O. Ms. No. 2586, Public (Rural Development Projects), dated 27th August 1956 and (4) From Community Projects Administration, Ref. No. CPA. 11 (2)/56-PP, dated 12th and 23rd August 1956.]

In continuation of the Government Order last cited, extracts (paragraphs 2 to 8) from the letter last cited are furnished to Collectors/Block Development Officers, shown in Annexure I to that order for necessary action. Their attention is invited to the orders in G.O. Ms. No. 2489, Public (Rural Development Projects), dated 18th July 1956, regarding payment of honorarium to karnams and orders in G.O. Ms. No. 1084, Public (Rural Development Projects), dated 17th March 1956, regarding incidental charges.

ENCLOSURE.

Extract from the letter from the Community Projects Administration, New Delhi, Ref. No. CPA|11 (2)|56-PP, dated 12th|23rd August 1956.

* * * * *

2. About 15,000 experiments are proposed to be carried out on the principal kharif crops, the detailed plans for which will be finalised by the National Sample Survey Directorate. As before, the primary field work will be carried out by the Gram Sevaks under the immediate supervision of the Block Officers. Incidental charges such as labour and compensation charges to the cultivators of the selected fields for arranging harvesting labour will be met by the State Governments out of Community Projects and National Extension Service Funds.

3. It is also proposed to pay an honorarium of Rs. 2 per village to the patwaris|lekhpals|karnams|karamcharis|talatis of the villages where crop estimation survey experiments are conducted, in order to secure their assistance in the selection and location of survey numbers for the experiments. This expenditure will also be met by the State Governments out of the above funds.

4. It has been reported by the supervisory staff of the National Sample Survey Directorate that during the survey carried out in the last two seasons, adequate supervision was not undertaken by the supervisory officers in the blocks. In order to maintain a high quality of work, it is essential that the Block Officers pay personal attention to the crop estimation survey. As this administration attaches great importance to this survey, I am to request that the Block Officers may be instructed suitably in this regard.

5. Another major difficulty observed by the National Sample Survey Directorate was that, in many States the village level workers in the sample blocks were not supplied with the essential items of experimental equipment consisting of measuring tape, balances and weights, pegs, etc. This resulted in inaccurate conduct of the experiments in a number of cases. For the survey to be successful, it is imperative that the equipment is provided to the field staff and it should also be ensured that the same is used by them. Necessary instructions need, therefore, to be issued to the Blocks (particularly those which

will be sampled for the first time) for arranging the purchase and distribution of all items of equipment well in advance of commencement of harvesting.

6. The difficulty has been expressed by some Block Officers about the non-availability of items like tapes, balances and weights in sufficient number in the nearest market. In such cases, it is suggested that necessary arrangements for the purchase of equipment be made at the respective district or State headquarters themselves.

7. It was further observed in the surveys carried out in the last two seasons that while the selection of fields for the survey was done by the village level workers in almost all the villages selected for the survey, the subsequent operations of harvesting, threshing and reporting the yield were not completed in a number of cases. Steps should be taken to obviate such loss of experiments to the extent possible. It has been reported that this loss was mostly due to the preoccupation of the village level workers with other items of work. As a village level worker will be required to attend to only six experiments per season at the maximum, it should not be very difficult for him, with proper planning, to find the necessary time. It would be desirable to instruct the Block Officers as well as the district authorities that the village level workers should be asked to give priority to this work at the harvesting period.

8. While considering the results of the past surveys, the Fifth Annual Conference of the Development Commissioners held at Nainital recently, recommended that the actual marking of experimental plot, harvesting the produce within it and recording its weight should be witnessed by either a member of the village panchayat where one exists, or a group of responsible villagers. It is, therefore, suggested that the Block Officers may kindly be directed to arrange for such collaboration in the village panchayats and others to the extent possible in connexion with the crop estimation survey.

(48)

MEMORANDUM No. 6505-RDP-V/55-13, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH DECEMBER 1955.

[Community Development and National Extension Service—Agriculture—Increasing of local wood supply—Diversion of farm-yard manure to fields—Raising village plantation—Instructions issued.]

The Soil Conservation Society of India passed a resolution in its third annual session to the effect that State-wide scheme should be drawn up and considered for raising village plantations on available compact blocks with a view to increasing local wood supply and diverting farm-yard manure to the fields. A copy of the resolution and the note prepared by the Chief Conservator of Forests for raising village fuel plantations with reference to the discussion by the Rural Development Board at its meeting held on 10th March 1955 were communicated to all the Collectors. They were asked to examine the possibility of raising village fuel plantation in available compact blocks of lands in the Community Development/National Extension Service areas and submit concrete proposals to the Government with financial implications. The reports received from some of the Collectors, show that it should be possible to raise the fuel plantation in the villages where sufficient lands are available without incurring heavy expenditure as suggested in some cases by following the practice in the Forest Department (i.e.), to allow cultivation in between the rows in which trees have been planted, the responsibility for proper maintenance of the trees being placed on the ryots

who are allowed to cultivate. This can be done for 2—3 years after which the plantation can be handed over to the panchayats. The expenditure to be borne from the Community Development/National Extension Service Funds should be limited to the cost of planting the seedlings.

The Chief Conservator of Forests is requested to offer his remarks whether on these lines detailed schemes for raising village fuel plantation in the available compact blocks in the Community Development/National Extension Service areas may be drawn up in consultation with the local officers.

The Chief Conservator of Forests is requested to see that the advice of the local Forest Officers is made available to the Block Development Officers, in implementing the schemes.

[Please see also Memorandum No. 6505-RDP-V/55-14, dated 31st January 1957 below.]

(49)

MEMORANDUM No. 117898-RDP-V/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 19TH DECEMBER 1956.

[Community Development Programme—Programme of Agricultural work—Targets and review of achievements—Instructions issued.]

Instructions have been issued in G.O. Ms. No. 2114, Public (Rural Development Projects), dated 4th November 1954, for drawing up a programme for agricultural extension work and for fixation of targets and assessment of work done. But, in the progress reports, it is noticed that proper attention is not paid, while drawing up the programme, to fixation of targets. The progress reports generally do not convey information regarding the targets fixed and therefore, it is not possible to review the work done satisfactorily. It has been repeatedly emphasized that agriculture should receive top priority in National Extension Service and Community Development programmes, in view of the imperative necessity to increase agricultural production by 40 per cent during the Second Five-Year Plan period. Therefore, Collectors, District Agriculture Officers and Block Development Officers are requested to pay special attention to the work regarding agriculture in the blocks and see that a proper programme with well-considered targets, is drawn up and implemented in full.

The annexures to the Government Order deal in detail with the various items of work done. Annexure III, dealing with the form

for quarterly progress report, lists out items of work for which targets should be fixed and achievements against the targets reported. In addition to the items mentioned therein, targets in respect of areas to be benefited by the improved agricultural practices and soil conservation should also be fixed. The use of introduction of improved implements should also receive special attention. The targets should be fixed with the object of covering the entire block with improved practices. This will apply specially to green manure, fertilizers, improved seeds and compost.

The development of irrigation from minor irrigation sources should receive special attention. It is noticed that the Block Development Officers very often report that the funds under irrigation cannot be utilized. This is not the correct approach towards implementation of the agricultural programme. Even in irrigated areas, there is plenty of scope for well irrigation, which can be used to supplement water from other sources and also help to grow additional crops during the season when water will not be available from the registered sources. The importance of well irrigation for dry lands need not be stressed. Therefore, it requires only intensive propaganda and also education of the villagers regarding the economic aspects of the well irrigation. The loan funds available in the block budget should be utilized fully and targets should be fixed with reference to the provision available, because as stated earlier, the scope for developing well irrigation is unlimited. The loan funds are meant to help ryots who cannot raise funds for themselves and therefore, it is expected that the number of works executed with loan funds will only be a small fraction of the number of works and other private minor irrigation sources that will be created. The targets should be fixed taking into account the possibilities of well irrigation and the progress of work in this regard reviewed critically.

The Fifth Development Commissioners' Conference has recommended that at the pre-Community Development stage, the targets for production of vegetables and fruits should be 6 oz. per head and at the Community Development stage, the targets should be one-fifth of an acre per family under fruits and vegetables. The Block Development Officers and the Extension staff, by special propaganda, should strive to introduce cultivation of fruits and vegetables to the maximum extent possible. Targets should be fixed with reference to the local conditions, but the recommendations made above should be borne in mind and should be aimed at.

The Director of Agriculture has recommended that since the soil in the State is deficient in nitrogen, the consumption of fertilizers should be on the basis of 30 lb. nitrogen and 30 lb. of P. 205. per acre. The Block Development Officers are requested to bear this in mind in implementing the programme regarding distribution of fertilizers and also in fixing the targets.

Development of village fuel plantation should receive special attention. As uncultivated lands will be available in all the villages and at a very small cost, it will be possible to raise fuel trees. The Extension staff should bring home to the people the benefits of plantations and induce them to take up the work without waiting for any Government contribution. The maintenance of plantation should be the responsibility of the Village Panchayats wherever it exists. Development of such plantations will help to conserve the manural resources and thererfore, should be given top priority. Definite targets should be fixed and the aim should be to have such plantations in each village to supply the requirement of the village

While fixing the targets, separate targets should be fixed in respect of each group of villages in charge of a Grama Sevak, in respect of all items and the Block Development Officers and District Agriculture Officers concerned should critically review the work of the Extension workers with reference to the targets and achievements. The entire programme and targets should be with reference to the target of increased food production set by the Planning Commission, with adequate consideration for local conditions.

(50)

MEMORANDUM No. 93022-RDP-V/56-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND JANUARY 1957.

[Community Development and National Extension Service—Agriculture—Fifth Development Commissioners' Conference—Main recommendations and conclusions regarding consolidation of holdings—Instructions—Issued.]

In the existing state of agricultural holdings, a large majority of which are very small and are usually fragmented, the only way to form holdings of economic size will be co-operative farming. Till such time when consolidation of holdings by legislative compulsion can be taken up, this will have to be done largely by propaganda and persuasion. The benefits resulting from pooling together the available cultivated area should be explained to the ryots and wherever possible, they should be induced to form joint farming societies. This will help towards better land management and contribute largely towards increasing food production. The Block Development Officers and Extension staff are requested to pay special attention to this especially in areas where individual holdings are small and uneconomic.

(51)

MEMORANDUM No. 6505-RDP-V/55-14, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 31ST JANUARY 1957.

[Community Development and National Extension Service—Agriculture—Increasing local wood supply—Diversion of farm yard manure to fields—Raising village fuel plantations—Instructions issued.]

[*Reference.*—Government Memorandum No. 6505-RDP-V/55-12, Public (Rural Development Projects), dated 4th December 1956.]

In continuation of the Government Memorandum cited an extract from the Chief Conservator of Forest's letter No. 35827, E3/56-1, dated 24th December 1956, is forwarded to all the Collectors, except the Collector of Madras. They are requested to prepare detailed schemes for raising village fuel plantations in the compact blocks available in Community Development/National Extension Service areas of their districts on the lines indicated in the memorandum cited, in consultation with the local Forest Officers, as early as possible. The liability for maintenance of the plantation is largely that of the people and therefore the expenditure from Government funds should be kept down to the minimum and should be limited to the initial expenditure only as far as possible.

The schemes drawn up may be implemented if the expenditure will be within the Collector's powers of sanction. In other cases. the sanction of the competent authority should be obtained.

ENCLOSURE.

Extract of letter from Chief Conservator of Forests, Madras-5, to the Secretary to Government, Public (Rural Development Projects) Department, dated 24th December 1956, *Ref. No.* 35927-*E*3|56-1.

[Community Development and National Extension Serivce—Agriculture—Increasing of local wood supply—Diversion of form yard manure to fields—Raising village plantation—Instructions issued.]

[*Reference.*—Government Memorandum No. 6505-RDP-V/56-12, Public (Rural Development Projects), dated 4th December 1956.]

* * * * *

8. The Government in their memorandum cited, have stated that the reports received from the Collectors show that it should be possible to raise the fuel plantation in the villages where sufficient lands are available without incurring heavy expenditure, by following the practice in the forest department (i.e.), kumi method. In view of the fact that more lands are said to be available in compact blocks in the Community Development|National Extension Service areas, I suggest that detailed schemes for raising village fuel plantation may be drawn up in consultation with the local officers. Local Forest Officers are being directed to render all assistance in drawing up schemes and give technical advice from time to time to make the scheme a success.

(52)

MEMORANDUM No. 104663-A-RDP-V/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 14TH FEBRUARY 1957.

[National Extension Service—Ramanathapuram District—Singampuneri block—Agriculture—Coconut seedlings—Supply at half cost for demonstration plots—Subsidies for demonstration purposes—Instructions issued.]

[*Reference.*—From the Assistant Development Commissioner, Madurai, dated 5th January 1957, Ref. No. 1083/56-A.]

The Assistant Development Commissioner, Madurai, has suggested subsidized distribution of coconut seedlings for demonstration purposes and has stated that the number of such subsidies will depend on the response of the people.

The Assistant Development Commissioner is informed that if grants will be made to all the people who apply for such grants for raising coconut plots, they cannot be regarded as for demonstration purposes. The grant in that case becomes a subsidy under the guise of demonstration. If the purpose is demonstration, the individuals, to whom grants are made, should be selected with reference to their ability in farming and grants allowed at the rate of one or two per village.

In this connection, his attention is drawn to item 5 in the Appendix to G.O. No. 2097, Public (Rural Development Projects), dated 6th July 1955, limiting the grant for demonstration farms to one per village. He is therefore requested to instruct the Block Development Officer accordingly.

(53)

MEMORANDUM No. 7081-RDP-V/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND FEBRUARY 1957.

[Community Development Programme—Conclusions of the Development Commissioners and Agriculture Secretaries Conference held in New Delhi on 10th and 11th December 1956—Training of Farm leaders—Extract—Communicated.]

An extract from the summary record of discussions and conclusions of the Development Commissioners and Agriculture Secretaries Conference held in New Delhi on 10th and 11th December 1956 is communicated to all Collectors and Block Development Officers, for information and necessary action.

ENCLOSURE.

Extract from the summary record of discussions and conclusions of the Development Commissioners and Agriculture Secretaries Conference held in New Delhi on 10th and 11th December 1956.

Training of farm leaders.—It was recommended that Agricultural Extension Officers of the Block should arrange for about a week's training to be carried

out at a convenient centre located in each village level worker's circle. Three farm leaders selected from each village would be trained at this centre. It should be possible for the Agricultural Extension Officers to organize such training course, at the rate of two or three per month during the Block season and one course per month during the agricultural season.

(54)

MEMORANDUM No. 15646-RDP-V/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 25TH FEBRUARY 1957.

[Community Development and National Extension Service—Agriculture—Preparation of illustrative charts.]

An extract from the note of inspection by Additional Development Commissioner is enclosed. The Block Development Officers and Assistant Development Officers are requested to take necessary action to prepare charts to show the increased yield due to the application of various fertilizers. The charts should incorporate information regarding extra cost involved and the monetary value of the extra yield. The action taken may be reported to Government in due course

ENCLOSURE.

Extract from the notes of inspection by Additional Development Commissioner, Madras.

I was quite pleased to see that the Extension Officer for Agriculture, Palladam Block, had taken the trouble to prepare illustrative charts showing the increased yield for various crops for all the demonstration plots laid down due to the application of phosphates, sulphates and uria. While it is quite good even as it is, I would suggest that at the same time the extra cost involved may also be indicated. The idea should be that we must be able to impress the ryots with the results *he* will get. I presume that this system of keeping charts is being done in all blocks, if not, I would like this system to be adopted. Assistant Development Commissioners, Coimbatore and Madurai, may please take steps to inform all the Block Development Officers about this to prepare these charts in their respective blocks, and exhibit them in their information centres. If necessary, Assistant Development Commissioners may also get prepared sample charts for the reference of Block Development Officers. I would like to have a report in due course on the action taken by the Additional Development Commissioners and Block Development Officers in this regard.

(55)

MEMORANDUM No. 11226-RDP-V/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 2ND MARCH 1957.

[Fodder—State Trading—Fodder and Grazing Committee—Recommendation of the Committee for stocking and distributing grass seeds, etc.—Instructions issued.]

The Provincial Fodder and Grazing Committee has recommended that sufficient quantity of seeds, slips and cuttings of grass may be stocked by the Agricultural Extension Officers attached to the Community Development/National Extension Service blocks for free distribution to the ryots who apply for the same and that the expenditure may be met from the Collector's discretionary grants or our of a lump-sum sanctioned to each district in connection with Vanamahotsava Campaign. The recommendation has been examined in consultation with the Board of Revenue, the Inspector

of Municipal Councils and Local Boards and the Director of Agriculture. The Government consider that the funds for Vanamahotsava cannot be utilized for this purpose and that free distribution of seeds, etc., need not be made. However the Extension Officers in Community Development/National Extension Service areas should do propaganda for the growing of these and other fodders like Lucerne and that the Block Development Officers should arrange to make available grass seeds, etc., to the ryots who require them, at cost price, getting supplies from Agricultural Research stations or other sources in accordance with the practice in Agriculture Department. Block Development Officers are requested to take action accordingly.

(56)

G.O. Ms. No. 906, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 19TH MARCH 1957.

Community Development and National Extension Service— Development of fisheries—Supply of fingerlings during 1956-57 at half cost—Orders issued.]

READ—the following papers :—

G.O. Ms. No. 3241, Public (Rural Development Projects), dated 19th October 1955.

Memorandum of 30522-RDP-V/56-8, Public (Rural Development Projects), dated 13th December 1956.

From the Collector of Salem, dated 14th January 1957, Reference No. L. Dis. 50568/56.

From the Collector of Chingleput, dated 22nd January 1957, Reference No. L. Dis. 2531/57.

From the Collector of The Nilgiris, dated 12th February 1957, Reference No. L. Dis. 25774/56.

From the Collector of Tanjore, dated 21st February 1957, Reference No. L. Dis. 51407/56.

From the Collector of North Arcot, dated 26th February 1957, Reference No. L. 39900/56.

From the Collector of Kanyakumari, dated 1st March 1957, No. L. Dis. D2. 12324/56.

Order—No. 906, *Public (Rural Development Projects), dated* 19*th March* 1957.

In paragraph 2 of the Government Order first read above, the Collectors were requested to report whether the scheme for distribution of fingerlings at half cost might be continued during 1956-57 also. Some Collectors have recommended that the scheme may be continued. The ceiling on the expenditure towards this scheme was fixed at Rs. 100 per block and in many cases even this small amount was not utilized. Further, it is felt that subsidies should be allowed only in cases where the cost of the scheme is so high

that it is beyond the means of the people concerned and, therefore, they will not take it up without a subsidy. In the case of distribution of fingerlings, the amount allowed by way of subsidy to each beneficiary will be very small and certainly the cost of the fingerlings will not deter the people from buying them for development of fisheries. The service to be rendered by the block staff should be primarily making available fingerlings of quality, which the people will ordinarily be prepared to take at cost.

However, since it is found that some Block Development Officers have taken action on the assumption that the scheme will be continued, the Government sanction the continuance of the scheme for supply of fingerlings at half cost for 1956-57. The expenditure in each block should be limited to Rs. 100. However, efforts should be directed towards persuading the people to accept fingerlings at cost, by explaining the benefits accruing.

The expenditure should be debited to "63-B. Community Development Projects, National Extension Service and Local Development Works—(i) Community Development Projects, Agriculture and Animal Husbandry—Other Works" for Community Development Blocks and/"(ii) National Extension Service—Agriculture and Aanimal Husbandry—Other charges" for National Extension Service blocks.

[This concession will apply during 1957–58 also as per G.O. Ms. No. 1845, Public, dated 6th June 1957.]

(57)

MEMORANDUM No. 40424-RDP-I/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND APRIL 1957.

[Community Development Programme—Model Programme of Agricultural work for use of Extension staff.]

[*Reference.*—Memorandum No. 15052-RDP-I/56-1, Public (Rural Development Projects), dated 27th July 1956 and Memorandum No. 133605-RDP-I/56-1, Public (Rural Development Projects), dated 15th November 1956.]

Twenty copies of "A Model Programme of Agricultural Work" are supplied to each of the undermentioned Block Development Officers for their use and for the use of their Extension staff. The receipt of the pamphlets should be acknowledged.

ENCLOSURE.

A MODEL PROGRAMME OF AGRICULTURAL WORKS.

By far the most important part of development programme is agricultural extension. The work of the agricultural extension staff is threefold, viz.,—

(i) To popularize the improvements in agriculture which have been evolved as a result of research and experience;

(ii) to give adequate publicity to the various schemes sponsored by the Government to provide facilities to the agriculturists; and

(iii) to ensure that facilities are made available to the agriculturists without delay.

This note deals in outline with the main aspects of agricultural extension work. The explanatory note on "The Background of Agricultural Extension in Madras" prepared by the Director of Agriculture which is appended to this note, contains technical details about various aspects of extension work.

I. SEEDS.

One of the main methods of bringing about improvement in yield is the use of improved seeds. The cultivators are to a large extent already aware of this. It has been estimated that a 15 per cent increased yield could be obtained on an average by sowing improved strains. Therefore, one of the main responsibilities of the extension staff will be to ensure timely and adequate supply of the seeds. Normally each area should produce its own requirements of seeds since Government Department cannot provide seeds in sufficient quantities from the Government farm.

Multiplication is done by means of primary seed farm and secondary seed farm.

Primary Seed Farms.

A scheme of registered growers has been devised by which the recipients of improved seed from governmental source are put under obligation to return to the Government some part of their produce. The improved strains evolved at the Agricultural Research Stations after years of close study and trials are multiplied in ryots' holdings in what are called "Primary Seed Farms". An agreement is entered into with the seed farm ryot for the proper multiplication of the improved strains from nucleus seeds in accordance with the methods advocated by the Agricultural Department. The departmental staff periodically visit the seed farms and see that the crop is cultivated on proper lines. Roguing is done to keep the purity of the strains. Roguing charges, initially met by the seed farm ryot, are reimbursed to him by the Agricultural Department at approved rates not exceeding Rs. 4 per acre. Roguing should be done in the presence of the departmental subordinates. Loans to meet part of the cultivation charges are also advanced to the seed farm ryots and these are recovered at the time of harvest. A copy of the Seed Farm Indenture can be had from the office of any Agricultural Demonstrator. At the time of harvest, the primary seed farm ryot should hand over clean, well dried seed, to the department according to the quantity agreed upon, as per the seed farm agreement. A premium of 10 per cent over the market rate is paid for these seeds procured by the department. Half the premium is recovered from the ryots at the time of sale. It is open to the department to procure the full quantity as agreed upon, or less.

However, the first threshed grain alone has to be accepted and not the cattle threshed one. The running of the Primary Seed Farm will be the concern of the Extension Officer for Agriculture. The Extension Officer for Agriculture, in consultation with the Grama Sevak, will select the ryots to whom nucleus seeds will be supplied for producing the primary seeds. The seeds will be distributed by the Grama Sevaks: other operations like periodical visit, supervision of roguing, etc., will be done by the Demonstration Maistri.

Secondary Seed Farms.

The seeds procured from Primary Seed Farms are issued, for further multiplication in ryot's holdings in what are called "Secondary Seed Farms" under the same seed farm conditions mentioned in the preceding paragraph. The clean dry seeds procured by the department from the Secondary Seed Farms, are stocked in Agricultural depots spread throughout the State for general distribution to ryots.

This is the usual procedure adopted for the multiplication of improved strains.

However, this is not in existence. Instead the Village Seed Farm Scheme has been introduced.

Scheme of Village Seed Farms.

With a view to accelerate the spread of improved strains, the system of multiplication and distribution of improved seeds through "Village Seed Farms" has been introduced on an extensive scale based on encouraging results in selected villages. According to the scheme, primary seeds of improved strains are distributed to *selected influential ryots of the village or agricultural associations in each village* at the rate of one pound per acre for further multiplication in their lands, i.e., if there are, say 500 acres in the village under the crop, 500 lb. of seed at one pound per acre will be entrusted to 5 or 6 selected ryots for sowing in about 20 acres. These are called "Village Seed Farms". One pound of seed sown is expected to yield 50 pounds of seed and this is released for general distribution in the village. By this method the entire village can be covered in two-crop seasons. The seeds produced in the village seed farms are not acquired by the department, but are allowed to be exchanged with the seeds produced locally on an agreed basis to be worked out by the villagers themselves through the association. This procedure results in considerable savings in the department but at the same time makes available to the villagers improved strains at their very doors. The Extension Officer should arrange to run primary as well as secondary and Village Seed Farms in the area.

The Village Seed Farms Scheme will be run by the Extension Officer for Agriculture. But the exchange of the seeds produced locally should be the concern of the Grama Sevak.

For a season, only a few villages will be selected for the complete adoption of the scheme. The Social Education Organizers will pay special attention for the propaganda work. If they are running Adult Schools or Social Education Centres in these villages, the Social Education Organizers should use these clases also for explaining the benefits of the schemes to the ryots.

II. MANURES.

(*a*) Organic Manures.

Compost.—Indian soils are deficient in nitrogen and organic matter which are vital for plant growth. As a result of the low nitrogen content and organic matter, the average yield is comparatively low. There is, therefore, a great necessity for utilizing all indigenous resources to produce more of organic matter. The available waste materials, i.e., nightsoil, household vegetable refuse, leaves, twigs, cowdung, urine, straw, leguminous and other weeds, slaughter-house and other industrial wastes are not fully utilized at present.

It should be the endeavour of the agricultural staff and Grama Sevaks to make the villagers aware of the importance of manure and encourage them to make full use of the waste matter by compost making. Manure pits should be dug in suitable places and it should be ensured that no available waste matter goes unused. It should be borne in mind that the digging of manure pit is only the first stage in compost making. The people should be made to acquire the habit of using the pits for dumping the refuse. This will serve a dual purpose and help to make the villages clean.

For the systematic use of compost, one village in each of the Grama Sevak's area shoul dbe taken up first. The villages so selected should take compost making for the villages as a whole. Not even a single ryot should be left out. As in the case of the Village Seed Farms Scheme, here also, the Social Education Organizers will give their special attention.

In certain villages want of a suitable common manure yard for the village is a serious handicap in the matter of laying a series of linear pits, at the rate of one pit for one family. Where there are vacant poramboke or other sites, a series of pits may be will laid out and the pits can be earmarked for each family. The Grama Sevaks can tackle this item in the selected villages as far as possible.

Cattle urine.—Cattle urine is a potential source of manure. It contains a high percentage of plant nutrients in a readily assimilable form. The cattle yard will have to be spread with red or loamy earth to a thickness of 3 inches. A few carts of sand may be spread over this layer of earth. The daily removal of the dung and the refuse and light sweeping will keep the yard clean. The soil in which the urine gets soaked may be scraped once in three months or at

suitable intervals. The scraped soil may be directly used as manure or added on to the compost pit.

Selected villages which will lend themselves to such an experiment will be taken up first and the Grama Sevaks and Social Education Organizers, etc., will concentrate in these places for the conservation of cattle urine.

Green manure.—Another fertile and cheap source of nitrogen is green manure. The various types of green manure and the methods of growing them are dealt with in detail in the accompaying note.

To enrich the organic matter in the soil and to ensure a good supply of it and other plant nutrients, green manure growing is the best way and the most important development activity in extension work. The soil texture is also improved by the incorporation of green matter. This is the cheapest and best method of building up soil fertility.

Important green manure crops are Sesbania speciosa, Daincha, Kolinji or Wild Indigo and Sunnhemp. The first one gives the heaviest tonnage of green leaves and can be grown in all average soils.

Daincha is next to Sesbania speciosa in green leaf production but is better suited to alkaline lands and dry conditions.

Kolinji or Wild Indigo is best suited to single-crop lands and dry land conditions and is a self-sown crop year after year.

Sunnhemp is of short duration and can be incorporated or ploughed into the soil by about 45 days. This can be used for garden land manuring also.

Green manure growing *in situ* in between two crops or just prior to the first crop is the most desirable method of building up soil fertility. Daincha and Sunnhemp and to a certain extent *Sesbania speciosa* are cattle feed also.

As it is, many areas are left fallow without a crop of green manure due to the fear that cattle eat away the crop. This has to be tackled by putting suitable watch and also by raising the green manure in contiguous blocks of land when the trespass of cattle could be better watched and prevented.

Apart from the green manure crops that are cultivated on field scale, green leaf yielding plants, shrubs and trees should be planted wherever possible along tank and canal bunds, field bunds and borders, margins of threshing floor, mhote ramps, backyard of houses and waste lands to give a good supply of green leaves.

Calotropis (Erukku),
Cassia (Avarai) Kolinji (Wild Indigo),
Ipomoea carnea (Malai Onan),
Glyricidia (Ceylon Vagai),
Indigofera,
Jatropa (Kattamanakku),
Pungam,
Portia (Poovarasu),
Malaipoovarasu,
Vadanarayanam, etc.,

are some of them worth propagating.

Oil-cakes.—There are certain oil-cakes which form good manures, groundnut cake, castor cake, pungam cake, mahua cake, neem cake, etc. The most common is groundnut cake which is also a cattle feed. If prices are favourable when compared with the fertilizers as ammonium sulphate, groundnut cake could be usefully applied. This is a concentrated organic manure and as such it is desirable as a manure.

(*b*) Chemical fertilizers

Ammonium sulphate and other fertilizers are made available to the ryots at the agricultural depots. Loans are advanced to cover the cost of purchase and all efforts should be made to popularize the use of the chemical fertilizers along with other manures. These are comparatively costly and should be no

substitute for farm-yard and green manure. It is the duty of the Extension staff to advise the ryots on suitable combinations of organic manure and chemical fertilizers for various soil conditions and crops.

The other newly introduced nitrogenous fertilizers such as urea, ammonium sulphate nitrate, ammonium nitrate may be tried in various places in observation plots before recommending for wider adoption. Phosphatic fertilizers as ordinary superphosphate, double, triple super and also the bonemeal obtained after crushing the raw bones of animals should be encouraged since their use is not widely prevalent. The combination of phosphatic fertilizers with nitrogenous one gives better results and increased yields.

III. INTRODUCTION OF IMPROVED AGRICULTURAL IMPLEMENTS.

Indigenous implements have been in use for ages but as a result of research better ploughs and other implements have been evolved, the use of which will be advantageous to the ryots. Provision is available in the block budget for purchase of implements for demonstration purposes. It should be the endeavour of the Grama Sevaks to bring these implements to use in villages. They may make a start with the richer ryots who can afford the initial expenditure involved.

It has been the experience that even richer farmers do not conceive the idea of going in for the various improved or modern implements unless they have some other inducement. The best inducement is by giving short-term loans to ryots as for seed and manure. By granting loan for implements, it becomes imperative that the loan amount is given in the shape of implements and as such even mediocre ryots come forward to take the implements.

IV. DISSEMINATION OF KNOWLEDGE REGARDING PLANT PROTECTION, STORAGE OF GRAIN, ETC., AMONG FARMERS.

As a result of research, methods are available to control the diseases and pests which cause much damage to the crops. The research programmes cover a wide range of subjects and include all foodgrains, fruits, potatoes, sugarcane, oil-seeds, etc. Full use of the knowledge gained should be made use in the field.

The Grama Sevak and Social Education Organizers should always keep a sharp eye on any instances of pests or diseases, while they tour villages. If they come across any such outbreak, they should always make it a point to report to the Extension Officer for Agriculture with specimens. If specimens are not sent along with the report, it will only delay in taking remedial measures.

When a pest is found on a major scale in a particular area, the fact has to be brought to the Collector's notice through the Block Development Officer and the Collector would declare the zone as "Pest-affected" and order concessional sale of pesticides. The Grama Sevaks and Social Education Organizers should do intensive propaganda during such periods and see that the farmers avail themselves of the concession granted and eradicate the disease.

Many of the diseases and pests now affecting the crops can be considerably brought down if the pre-treatment of seed is taken up on an extensive scale.

V. IMPROVED AGRICULTURAL PRACTICES.

No attempt will be made to go into the details here. Improved methods in preparatory cultivation, sowing, spacing of plants, etc., can lead to a considerable improvement in yields at a little or no extra cost to the ryots. The Japanese method of cultivation of paddy may be mentioned as an example. The field staff should pay special attention to improved agricultural practices.

(i) *Cropping pattern.*—Overall production may be improved considerably by a proper pattern of crop rotation which will help towards the maximum utilization of the land. Efforts should be made to develop vegetable gardening and orchards.

Other agricultural practices which may be taken up with advantage are—

(1) Raised bed nursery *versus* ordinary bed nursery.
(2) Ridges and furrous planting *versus* bed planting.
(3) Line sowing *versus* broadcasting.
Row planting *versus* quinquennial method of planting.

(4) (*a*) Thin sowing *versus* thick sowing.
(*b*) Single planting *versus* bunch planting.

(5) Interculture by labour-saving implements as guntaka, junior hoe, paddy rotary hoe, etc.

(6) Removing rogues and also pest and disease-affected plants.

(7) Lifting, earthing up and compacting of soil, propping, blanching, pruning, etc., practices.

(8) Weeding and hoeing and mulching operations, etc.

(ii) *Fodder.*—Cultivation of fodder crops should be encouraged wherever that could be done without detriment to food production. This will help in the drive for improving the quality of the cattle which very closely relates to the agricultural extension programme. As an example, heavier iron plough cannot be introduced on a large scale here, as the half-starved under-sized cattle cannot work it.

(iii) *Raising of fuel.*—Fuel is generally not available in villages and cow-dung, whose value as manure is undoubtedly greater, is used as fuel. Planting of *Prosopis juliflora*, as described in the accompanying note, on the waste lands should be actively encouraged.

Arboriculture.—(*a*) Tree-planting is doubly important nowadays inasmuch as—

(i) there is indiscriminate felling of trees, and

(ii) there is increased demand of tree products due to growing population.

Trees afford a variety of products and are used for multifarious uses. They afford fuel, forage for cattle, green leaf manures and innumerable products for human consumption, utility and maintenance. Medicinally also they are of vital use. So every effort has to be taken to plant as many trees of different varieties as possible and protect them.

(*b*) The local bodies like panchayat boards, village committtees, etc., may be encouraged to plant the trees and protect them till they come up and even farmers may be encouraged to plant them under B.S.O. No. 19 with usufructuary rights vested in them.

Fruits and vegetables.—Cultivation of fruits and vegetables has great possibilities of raising the income of a farmer. From the nutritional point of view also these are very important. Every garden may have a few fruit-bearing trees, such as, coconut, guava, papaya, lime and lemon, mango, jack, phyllanthus emblica (Nelli), pomogranate, moringa, curry leaf, etc., along permanent irrigation channels, borders of the fields, threshing floor and mhote ramps. The staff can obtain and distribute a large number of seedlings and grafts in this line. The Social Education Organizers and Grama Sevaks may canvass for as many plants as possible during their rounds.

Apart from fruit cultivation, vegetable and flower culture is another good source of income. For this good seeds should always be carried to the very door of the villager in small packets. Local collection of seed from choice varieties may be resorted to so that the cost of seed is kept down.

VI. SOIL EROSION.

"Soil erosion" is the loosening of the soil from its bed and its transportation from one place to another by the action of wind or water in motion. Under natural conditions vegetation retards transportation of soil material and acts as a check against excessive erosion. The factors mainly responsible for soil erosion are—

(i) deforestation,
(ii) heavy grazing, and
(iii) ploughing or clean cultivation of sloping land.

Erosion occurs not only in areas of heavy rainfall but also in dry regions. The problem is to reduce the velocity and the amount of water running off the surface. For this there are several methods—

(1) afforestation of the top slopes,
(2) converting the upper slopes into grass lands,
(3) ploughing along the contour lines instead of across them, and
(4) bunding or terracing.

The solution of the problem of soil erosion is linked up with the adequate provision of grazing areas, enclosures to prevent indiscriminate grazing, introduction of fodder crops, which would mean not only an improvement in livestock but also more manure and greater fertility. The Extension staff should formulate suitable measures in this regard and implement them with the co-operation of the ryots.

In lands that are cultivated or fit for cultivation and are of gradual slope, sheet erosion results. Bulldozer levelling may be adopted in such cases provided the former is in a position to spend for the operation.

VII. IRRIGATION.

Large funds are available for disbursement of loans for irrigation purposes, etc., wells, pumpsets, etc. In most cases, well irrigation could help to raise an additional crop on the land besides assuring water-supply in times of drought to the normal crops. Our efforts are diverted towards intensive cultivation to get the maximum benefit from the land. No land should be kept fallow, if that could be avoided. Well irrigation is the most important factor which would help to achieve cultivation all round the year, thereby eliminating under-employment in rural areas. The initial expenditure will be more than amply justified by the additional income to the ryot. Special attention should be paid to administration of "loans" which are available for all agricultural purposes in addition to irrigation and there should be no avoidable delay in grant of loans. This will be the special responsibility of the Block Development Officers.

Loans.

Apart from the irrigation loans already mentioned, short-term loans are provided for, for the purchase of seed and manure and fertilizers. Pumpsets are also given on the hire-purchase system. The object in providing these loans is to make available easy credit facilities to ryots at a time when there is a heavy expenditure on cultivation. The provision should be fully utilised since any money spent on manure will never be a waste. Manuring at the right time and in proper doses will result in enhanced yields, of course, other conditions remaining normal. The Grama Sevaks can canvass a large number of applications and conduct preliminary enquiries themselves so as to facilitate easy check and quick disposal by the Extension Officers or Special Revenue Inspectors and the Block Development Officers.

Publicity.

By far the most effective method of successful extension activity is demonstration. Some progressive farmers in villages should be persuaded to turn their fields or parts of their fields into "model" or demonstration farms. If a demonstration should have a fair trial, a minimum of resources, including managerial skill, is necessary. Therefore, ryots with resources should be selected for the purpose. The demonstrations may be to emphasise any one or several aspects of improved farming. Benefits of improved seeds, methods of cultivation use of fertilizers, new supplementary crops may be brought home to the people by means of demonstrations. The Extension Officers should take special care about the progress of these demonstrations, as the extension work in the block largely depends on the results. The selected farmers are not generally entitled to any special advantage other than technical guidance. The concessional supply of fertilizers, seeds and other concessions the cost of which should be limited in accordance with the principles enunciated in G.O. Ms. No. 2097, Public, dated 6th July 1955, may be made. Even when no concessions are made the selected farmers get technical advice, loans, preference in supply of fertilizers, etc. The farmers within the village and in surrounding villages, should be encouraged to watch the comparative progress of the crop at all stages.

Apart from seeing actually the demonstrations, it has been found that photos of the demonstrations, say a bumper crop of green manure, have attracted the attention of other ryots so far as the experience gained indicates. Striking features should, therefore, be photographed and circulated among the villagers or brought to their view whenever there is an occasion. Exhibitions with such photos and live specimens always help in the rapid dissemination of knowledge among cultivators.

Printing of small pamphlets of topical interest also will help in the adoption of improved technique. Suitable pamphlets have therefore, to be printed and distributed.

Film shows are another means of bringing home to the farmers the merits of an improved technique. They have to be conducted as frequently as possible.

Agricultural Depot.

Each National Extension Service or Community Development Block should have at least one Agricultural Depot in charge of the Agricultural Demonstrator with sub-depot or depots. The depot should as far as possible be located at the headquarters of the block and should stock improved seeds, fertilizers, manure insecticides, etc., for sale. Improved types of tools, implements, agricultural machinery, spare parts, etc., also may be made available. All business at the depot whether by way of hire, hire-purchase or sale should be transacted strictly on cash basis.

Planning.

Instructions regarding drawing up of the programme have been issued in G.O. Ms. No. 2114, Public, dated 4th November 1954. The programme and physical targets should be drawn up after a thorough study of the area and not on any standard pattern. A progress report to review the work done with reference to the physical targets is also prescribed. But it should be borne in mind that physical target is not the end by itself but it is only an index of the work done. The emprasis should be on quality of work and execution of the programmes should not be with an eye on physical targets alone. If the Programme is executed is exceuted properly, Physical.

Targets will be attained automatically.

General·

The results in agricultural extension will depend largely on the efforts of the field staff. The work largely consists of giving publicity to various ideas and schemes and the methods are left largely to the initiative, and enterprise of the individual. The field staff would have acquired a thorough knowledge of the technical aspects, during the training, and they should acquaint themselves with the up-to-date progress in research which may be of use in the field.

The accompanying note will give in broad outline the technical details of the work. But the field staff should suitably modify the programmes to suit local variations and should promptly bring to the notice of the higher authorities results in the field which may be of use for further research. Though they are mainly intended to acquaint the ryots with the results of research, they should also act as the liaison for keeping the research institutions informed of the problems that arise in the field.

Minimum Programme of Agricultural work in each block.

1 Scheme of Village Seed Farms	Cover 10 villages—every season.
2 Compost making	Cover 10 villages every year.
3 Cattle urine preservation	Cover one village per Grama Sevak every year.
4 Green manure	Production of green manure to be increased at least by 25 per cent every year.

Running of Demonstration Farms.

At least three demonstration farms in each Grama Sevak's area.

The supervision and running of the demonstration farm will be the special charge of the demonstration maistris. The Grama Sevak will utilize the demonstration farms for extending knowledge in agriculture.

APPENDIX.

THE BACKGROUND OF AGRICULTURAL EXTENSION IN MADRAS.

The goal of agricultural extension is the maximum economic exploitation of our agricultural resources in land and labour; but actually we find that these are not put to their maximum use. As a result the level of production is low and agricultural labour is out of employ during the off-season. Another disquieting feature is the gradual decline in the yield of crops, while the cropped area has been more or less stationary and the population is mounting up. For instance in the Madras State while the population has gone up from 27.36 millions in 1931 to 35.75 millions in 1951, the ten-year average of cereal production has gone down from 5.94 million tons in 1931 to 4.99 million tons in 1951 and the cropped area has been throughout about 18 million acres.

2. The immediate problem of the Grama Sevak and Extension Worker is therefore to arrest the decline and improve the yield of crops. Crop production in India depends upon the level of application of nitrogenous manure to the field as the nitrogen in the soil gets depleted under tropical conditions. The total requirements of the major crops in the State at the existing level of production is 2.78 lakhs of tons of nitrogen of which the available nitrogen in the shape of farm yard manure, oil cakes, green manure, green leaf compost, ammonium sulphate, etc., is 0.93 lakhs of tons, i.e., about a third of our requirements. The balance is met by plant residues in the field and various recuperative processes that take place in the soil and outside.

3. If production is to go up for the present, the supply of nitrogenous manures has to be increased. The only practical way in which this can be done is to produce extra green leaf and green manure so that the required quantity can be applied as such to the wet field and to the dry fields as composted manure. If this can be done without affecting the normal agricultural operations then we should have won the first round in the battle of production. In very recent years, systematic steps have been taken to improve the production of organic manures in the Agricultural Research Stations in the State and it can now be said that all the Research Stations are in a position to produce their requirements of organic manure for wet and dry fields as green manure or compost as the case may be without in any way affecting the normal cultivation of crops. This has been achieved by systematic planting of manure yielding shrubs.

4. The foremost duty of a Grama Sevak and Extension Worker is therefore to bring home to the cultivators that what has been done in the Agricultural Research Stations can be repeated in the cultivators' field and make them adopt similar measures without further delay. In the case of wet fields where paddy is grown, the solution to the problem of green manure is simple. By growing Sesbania Speciosa as a border crop 2 to 3 inches apart in July it is possible to produce up to 6,000 lb. of green manure sufficient for the next crop of paddy in October. By leaving some of the plants for production of seeds it is possible to produce 60 lb. of seeds before December. By sowing 60 lb. of Sesbania seeds in the paddy field before the harvest of paddy in January it is possible to produce over 60,000 lb. of green manure in five months. A pure crop of Sesbania gives about 10,000 lb. in two months, 20,000 lb. in three months and up to 60,000 lb. in five months.

5. The advantage of growing Sesbania is, it can be grown in the wet field along with paddy. It has not affected paddy production in any of the Agricultural Research Stations. Each plant can produce 4 oz. or over 9,000 seeds and therefore every cultivator can with a handful of seeds produce his future requirements of manure and seeds.

6. Sesbania is particularly useful in places where the field bunds are narrow; in areas where the bunds are big the growing of perennial shrubs like Glyricidia Maculata, Indigofera Teyamanii, Ipomea Cornea, etc., should be encouraged on field and channel bunds so that the cultivator can get his green manure on the spot. A visit to any of the Agricultural Research Station will show that in recent years all available space has been utilized for growing shrubs for pro-

ducing manure. While Glyricidia, Ipomea and Teyamanii have been suggested because of the rapid scope for development, every effort should be made to encourage local practices like growing Vadanarayana, Poovarasu, Mala Poovarasu, etc., and it should be our endeavour to see that every acre has at least 200 perennial manure yielding shrubs so that at least 4,000 lb. of green manure per acre will be available to the cultivator on the spot as and when he needs it.

7. The progress of planting perennial shrubs will be rapid in fields which are protected against cattle. The same progress can however be achieved in all areas by planting stumps 6 to 8 feet long just at the commencement of the cropping season. If these stumps are not readily available they can be produced by planting small stumps in protected nursery beds and allowing them to grow for a year to the extent required. Where there is mutual co-operation among the cultivators it may be even possible to enclose large blocks from 10 to 50 acres belonging to a few cultivators by growing a permanent fence of Prosopis with the necessary openings for movement of bullock carts. While the solution to the problem is known, the actual method of implementing it has to be left to the initiative, enterprise and imagination of the Grama Sevak and Extension Worker and their ability to plan ahead to produce the planting materials and convince the cultivator that with a little systematic effort he will be able to produce the required manure and reduce the cost of cultivation and at the same time improve the yield.

8. Experience in Tanjore has shown that the increase in yield of paddy by green manure alone ranges from 15 to 100 per cent in one year depending on the level of attention to cultivation. Green manure has been observed to have cumulative effect until the yield reaches about 3,000 lb., i.e., there is a steady increase from year to year as a result of green manuring till an average of about 3,000 lb. is reached and further increase in yield is possible thereafter by the systematic adoption of proper ogranomic practices when every individual factor that affects production like preparatory cultivation, manuring, selection of seeds, spacing, irrigation, plant protection, etc., will have to be attended to at the proper time and in the proper manner.

9. The next step is to use improved strains of crops which have greater genetic protentialities or qualities of resistence to pests and diseases. Though improved strains have been evolved in respect of most crops, the benefits from these have not reached all cultivators. But with systematic work it should not be difficult for any Grama Sevak or Extension Worker to extend the improved seeds to every acre and every crop in his jurisdiction in the course of even two seasons, the first season being used to produce the nucleus of seeds for development and the second season to produce the entire requirements of the village. As even now, the nucleus material is available in most districts it may be possible to produce the requirements of all areas even in one season. For instance if a village has 1,000 acres of paddy, the seed requirements will be 40,000 lb. Assuming that a Grama Sevak or an Extension Worker starts only with 40 lb. of seeds, which will be sufficient for one acre, at the end of the first season it is not difficult to develop this to 2,000 lb. Assuming that 1,000 lb. of this is distributed to responsible cultivators, at the end of the second season we can produce 50,000 lb. of seeds, more than the requirements of the entire village. The skill of the Grama Sevak and Extension Worker lies in planning ahead, entrusting the work of development to responsible ryots and arranging with the seed farm growers to have the seeds exchanged with the seeds raised by the other cultivators. It should be a reflection on the work of the Grama Sevak and Extension Worker if every acre is not covered with improved seeds in the course of two seasons and inasmuch as the nucleus material is available, this work can be done in one season.

10. By producing improved seeds in every village, the cultivators who have hitherto used such seeds will be in a position to appreciate the performance of the improved strains in their local environment. By limiting the seed supply, the Agricultural Department is able to pay greater attention to the purity of the seeds. Large-scale procurement and transport of seed is avoided and the cultivators depend on the ryots in their own village for seed supply. Village Seed Farms help to foster self-help and extend supply of improved seeds cheaply and quickly all over the State and every village should run its own seed farms for all crops.

11. The problem of fuel is acute in most villages in the State. Because of short supply of firewood, cattle dung is used as fuel in many places. To produce enough of fuel should be one of the chief activities of the Grama Sevak and Extension Worker. In Prosopis Juliflora we have a valuable rapid growing tree which can supply the entire requirements of fuel and wood for making implements necessary for the average cultivator. One great advantage of Prosopis is, it is not eaten by goats or cattle, it is highly drought resistant and it does not shed thorns like the Babul or Odai. Though some varieties of Juliflora have a spreading habit in the beginning, in two years Prosopis grows into a fine tree which will not interfere with the passage of men and cattle. It should be possible to raise Prosopis as a plantation over any waste land with the help of the collective labour of villagers.

12. All that is required will be a programme as follows:—Some of the leading cultivators should be induced to spare a few ploughs and animals for about two hours after their main agricultural operations are over. With these it should be possible to form furrows every 10 feet apart on waste lands and sow Prosopis seeds every foot apart in the furrow. If this operation is done from July to August, it should be possible to establish Prosopis in very large areas and this should not take more than half an hour per acre. If the seeds have not germinated after the rains, re-sowing may be done. Once the plant grows to a height of 4 inches with the help of the rains, there is no need to pay any attention to these plants. Prosopis can be grown as a hedge plant or inside the existing hedges to provide the thorns for repairing hedges. As a cover over barren and slopy lands Prosopis will help to conserve soil moisture and help to augment the sub-soil water. The spread of Prosopis has a decisive part to play in the development of our agriculture.

13. With improved supply of underground water we should be in a position to tap sub-soil water for greater exploitation of land surface. Even with our existing state of underground supplies it should be possible to exploit it to its maximum in areas where success has been proved already as in most delta areas. In places where we meet with sandy aquefer, it should be possible to install filter point tube wells. By installing a filter point or tube well it is possible to grow about ten acres of P.216F cotton in Tanjore delta after raising two crops of paddy and thus keep agricultural labour fully employed throughout the year. Similar possibilities of raising cotton, groundnut or millets or other crops with the help of the filter points exist in many places outside Malabar, South Kanara and Nilgiris districts. If the Grama Sevak or Extension Worker is enterprising and active, he should be able to bring about an all-the-year-round cultivation of some crop or other instead of seasonal agriculture. The Agriculture Department has devised a plunger pump which helps to pump water with the help of two bullocks. It should be possible to manage two or three acres with a plunger pump and a pair of bullocks. The method of installation of the filter point or tube well is very simple and the potentialities are great.

14. Every Grama Sevak or Extension Worker should make it a point to take all possible measures to solve in less than two seasons the fundamental draw-backs of our agriculture, viz., deficiency of organic manures and inadequate spread of improved seeds. Every area has to be tackled whether it is wet or dry. If it is a wet area he should programme for border planting of Sesbania which will require 4 oz. of seeds per acre and growing of pure crop of Sesbania on about a third of wet area to produce manure for the entire area. For this purpose he should be in a position to get 60 lb. of seed per acre sufficient for one-third of the wet area. Shrub planting should be done at the rate of 200 plants per acre and if the area is subject to cattle trespass Glyricidia, Teysmanii, Vadanarayana, Poovarasu and Mala Poovarsau, etc., can be raised in an enclosed nursery so that bigger stumps are available for planting. Ipomea Cornea is generally not eaten by cattle and it can be developed by cuttings on a mass scale. Every endeavour should be made to produce enough green leaves so that the required manure for dry fields can be produced and composted. Simultaneously Prosopis planting should be taken up to enclose big blocks leaving gaps necessary for movement of traffic in the off-season. Every field should produce its own requirements of green manure and improved seeds and it can be done in one season itself if the Grama Sevak or Extension Worker is energetic and in any case before two seasons are over.

(58)

G.O.R. No. 894, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH MAY 1957.

[Community Development/National Extension Service—Agriculture programme—Schematic budget—Financial provisions.]

READ—the following papers :—

G.O. Ms. No. 3282, Public (Rural Development Projects), dated 4th October 1956.

From the Government of India, Ministry of Community Development, dated 31st January 1957, Reference No. MCD. 1-2/Bd/56.

This Government letter, dated 6th March 1957, No. 11670-RDP-V/57-1.

Letter from the Government of India, Ministry of Community Development, dated 17th April 1957, Reference No. 1-2/Bd/56.

Order—No. 894, *Public* (*Rural Development Projects*), *dated* 10th *May* 1957.

In revised scheme budget on National Extension Service/Community Development Blocks there is no provision for Agriculture and Animal Husbandry extension except a provision of Rs. 10,000 in the Community Development Blocks for demonstration equipment. However, in G.O. Ms. No. 3282, Public (Rural Development Projects), dated 4th October 1956, it has been ordered that funds may be diverted from other heads for payment of grants-in-aid, expenditure on which will have to be debited to the concerned sub-head, according to the present procedure.

2. The Ministry of Community Development in their letter cited, have agreed to permit division for " Agriculture " and cited, have agreed to permit diversion for " Agriculture " and " Animal Husbandry " extension from other heads within the block budget, subject to the condition that the ceilings under total ' rupee and other than loan ' are not exceeded and schemes taken up under ' other than loan ' are not of a self-financing nature.

3. The Government wish to reiterate that agriculture should receive top priority in the implementation of National Extension Service/Community Development Programmes and permit diversion of funds within the block budget for Agriculture and Animal Husbandry extension for approved purposes (enumerated in G.O. Ms. No. 2097, Public, dated 6th July 1955). For the construction of check dams, etc., permitted in Memorandum No. 130033-RDP-V/56-1, Public (Rural Development Projects), dated 2nd February 1957 and for the purchase of demonstration equipment, suitable provision should be made while drawing up the overall programme.

(59)

G.O. R. No. 894, PUBLIC (RURAL DEVELOPMENT) PROJECTS), DATED 16TH MAY 1957.

[Community Development/National Extension Service—Agricultural implements—Power sprayer—Purchase of—Sanctioned.]

READ—the following paper :—

From the Director of Agriculture, dated 3rd November 1956
Reference No. D. Dis. E. 4..1419/56.

Order—No. 894, *Public* (*Rural Development Projects*), *dated* 16*th May* 1957.

The Director of Agriculture in his letter read above, has recommended that one power sprayer may be supplied to each Community Development/National Extension Service block. The Government accept the recommendation and sanction expenditure not exeeding Rs. 2,400 (rupees two thousand and four hundred only) towards the purchase of one power sprayer and necessary National Extension Service block. The expenditure should be Development Projects, National Extension Service and Local debited to the relevant sub-heads under " 63-B. Community Development Projects, National Extension Service and Local Development Works ".

2. The purchase should be made in consultation with the District Agricultural Officer and take into account the equipment available already in the block. The rules regarding purchases on Government account should be strictly followed. It will be kept as Government property and accounted for in the stock Registers. It may be hired out to the ryots on payment of hire charges at the rates adopted in Agriculture Department. A separate log book should be maintained to show the use made of the equipment, i.e. the demonstrations given and the occasions when it was hired out to the ryots, etc.

[These orders will not apply to reverted National Extension Service blocks as per Memorandum No. 57736-RDP-V/57-1, Public (Rural Development Projects), dated 27th June 1957.]

(60)

MEMORANDUM No. 20859-RDP-V/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 15TH JUNE 1957.

[Community Development Programme—Second Inter-State Seminar on Community Development held at Haridwar, Uttar Pradesh, from 21st to 24th November 1956—Recommendations and conclusions regarding Agriculture.]

Extracts from the recommendations and conclusions of the Second Inter-State Seminar on Community Development held at

Haridwar, Uttar Pradesh, are communicated to all Collectors (except the Collector of Madras) and Block Development Officers for necessary action.

ENCLOSURE.

Extracts from the recommendations and conclusions of the Second Inter-State Seminar on Community Development held at Haridwar, Uttar Pradesh, from 21st to 24th November 1956.

Green manuring.—(1) Demonstration and propaganda in this direction should be intensified to make people green manuring-minded.

(2) Methods of growing green manure throughout the year be propagated.

(3) Adoption of other manure crops like Moongi, Urad, Lobia, Kulthi and Gowa in addition to the well-known green manuring crops like Sanai and Dhainche should be propagated and encouraged.

Nightsoil.—(1) A pilot project in a group of progressive villages should be taken up.

(2) Effective propaganda should be organized to counter the prevailing prejudice against the use of nightsoil and encourage people to its utilisation.

Techniques of mass education in agriculture.—(1) Institutions like panchayats, youth clubs and schools should be utilised for propagation of improved methods of cultivation and agricultural practices.

(2) Literature, films and audio-visual means should be used for the purpose.

(3) The educated and enlightened farmers should form into groups and work as a nucelus for spreading new knowledge and scientific agricultural techniques to the rural population.

(4) The existing facilities of seminars, exhibitions, melas, crops competitions should be more intensively be utilised for the purpose.

(5) Special training programmes for training the local leaders in improved agricultural practices should be organized.

Plant protection.—(1) Training in simple plant protection methods should be arranged at block headquarters for village leaders.

(2) (i) The village agencies like the panchayats and the co-operative institutions and also to a certain extent the village teachers should be utilised for securing the objective of making the agricultural programme a success in the villages.

(ii) While the panchayats should be largely utilised for the preparation of plan for mabilization of public opinion and implementation of the programme the co-operative societies should attend to supplies side and function as a normal business organization for rural areas.

(iii) The block staff and other extension agencies should provide technical guidance and co-ordinate governmental assistance to people's organizations.

(61)

MEMORANDUUM No. 62865-RDP-V/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 27TH JUNE 1957.

[Community Development/National Extension Service—Agriculture—National Tree Planting—Vanamahotsava Celebration in July 1957—Instructions issued.]

[*Reference.*—G.O. Ms. No. 1790, Food and Agriculture, dated 11th June 1957.]

The attention of all Collectors and Block Development Officers (Community Development and National Extension Service) is invited to the Government Order cited and they are requested to see that Vanamahotsava Campaign is celebrated this year also in a fitting manner.

2. The Block Development Officers are requested to arrange for Community mass planting of useful trees in their areas. Their attention is invited to item 6 in G.O. Ms. No. 2097, Public (Rural Development Projects), dated 6th July 1955, regarding grants from block funds for Vanamahotsava and if additional funds are reuired, they are requested to address the Collectors.

3. In this connection, particular attention should be paid to developing village fuel plantations in accordance with the instructions issued in Memorandum No. 6505-RDP-V/55-14, Public (Rural Development Projects), dated 31st January 1957. In this matter, utilization of community effort is most essenial. The objective should be to raise plantations in the vacant sites wherever available, in each village.

4. The Block Development Officers should take special steps to organize community effort for the proper maintenance of the trees in Government lands.

5. Special attention is invited to the instructions contained in paragraph 8 of the Government Order cited and the Block Development Officers are requested to submit detailed reports on the work done in their areas during the National Tree Planting Week and Special Week, to their Collectors in time.

(62)

MEMORANDUM No. 133083-RDP-V/56-6, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 5TH JULY 1957.

[Community Development/National Extension Service—Conference of Project Executive Officers and Block Development Officers held in July 1956—Subsidy for green manure—Monthly meetings—Village Development Committees—Transport of fingerlings—Regarding—Orders passed.]

[*Reference.*—Government Memorandum No. 87748-RDP-IX/56-9, Public (Rural Development Projects), dated 7th September 1956.]

The Conference of the Project Executive Officers and Block Development Officers held at Secretariat in July 1956 has recommended that—

(i) a subsidy of 50 per cent of cost may be granted to the ryots for green manures, vegetables, fruits, including coconuts and fodder seeds and seed materials, so that they can be induced to adopt a cropping scheme of the mixed farming type;

(ii) it is necessary to convene a meeting once in two months at least, of the District Agricultural Officer and the Block Development Officers in the district at the headquarters of the District Agri-

cultural Officer to which the Deputy Director of Agricuture concerned will be invited for discussing about the bottlenecks in organizing the suuply and service lines in the effective implementation of agricultural programmes;

(iii) the village development committees may be consulted before agricultural targets are fixed; and

(iv) a minimum of 10 per cent may be added to the actual number of fingerlings indented for so as to cover the loss by way of casualties during transport.

2. The Government have carefully examined these recommendations and pass orders as follows :—

Item (i) *above—Subsidy for green manures, etc.*—The Government consider that the seeds, etc., will not cost much to the ryots and therefore, the cost will not deter them from using the seeds. Besides, it is considered that subsidy should not be allowed to take the place of education of the ryots which is the primary function of the extension staff. The Government, therefore, direct that no subsidy need be allowed for supply of green manure or improved seeds, etc., apart from those permitted in G.O. Ms. No. 2097, Public (Rural Development Projects), dated 6th July 1955.

Item (ii) *above—Periodical meetings of District Agricultural Officers and Block Development Officers.*—Instructions have been issued in Government Memorandum No. 89089-RDP-V/56-3, Public (Rural Development Projects), dated 1st October 1956, to the effect that block programmes should be drawn up in consultation with the District Agricultural Officer concerned for synchronising extension work with different seasons in a year. The Government consider that if agricultural programmes are drawn up properly and necessary action taken in time, there may not be any difficulty in procuring the required quantity of seeds, manures as and when required. Generally, if and when difficulties arise personal discussions will of course, be helpful in solving them but no useful purpose will be achieved by regular periodical meetings proposed as such meetings tend to degenerate into routine meetings. The Block Development Officers can always have personal consultations with the District Agricultural Officers as and when any difficulty arises in any matter. The Government do not therefore, consider it necessary to hold periodical meetings of District Agricultural Officers and Block Development Officers for discussing the supply and service lines of Agricultural programmes.

Item (iii) *above—Consultation with Village Development Committees.*—The Government accept the recommendation and in continuation of the instructions issued in Memorandum No. 117898-RDP-V/56-2, Public (Rural Development Projects), dated 19th December 1956, direct that the targets should be fixed according to local conditions in consultation with the Village Development Committees.

Item (iv)—*Loss in fingerlings in transit.*—The Government direct that the indenting officers should generally take into account such losses in transit which are inevitable and indent for the required quantity allowing a suitable margin for the purpose, while fixing the cost for distribution, such losses also should be taken into account.

(63)

MEMORANDUM No. 75458-RDP-V/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND JULY 1957.

[Community Development/National Extension Service—Agriculture—Conference at Ootacamund in May 1957—Recommendations regarding conducting Monthly meetings—Village leaders participation of.]

An extract from the recommendations of the Conference of Officers of the Rural Development Projects, Agriculture, Animal Husbandry and Co-operation Departments held at Ootacamund in May 1957 is forwarded to Block Development Officers.

The Government accept the recommendations and direct that action should be taken accordingly by the Block Development Officers.

ENCLOSURE.

Extracts from the recommendations and conclusions of the Second Inter-State Rural Development Projects, Agriculture, Animal Husbandry and Co-operation Departments held at Ootacamund on 25th and 26th May 1957.

The Block Development Officer should convene a staff meeting at his headquarters on the first working day of the month when all the staff working under him will go over there to take their pay. He should convene a similar meeting of all members of his staff in the second fortnight of each month in any one of the villages in this jurisdiction other than this headquarters which should be chosen for this purpose by rotation. At these meetings the progress of work should be reviewed and solutions found for the difficulties encountered. Leading agriculturists and village leaders should be invited to these fortnightly meetings. The opportunity should be utilized to arrange for demonstration of improved agricultural practices and also for one-the-spot discussion of ryots' requirements and difficulties.

(64)

MEMORANDUM No. 75457-RDP-V./57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 26TH JULY 1957.

[Community Development/National Extension Service—Agriculture—Conference held at Ootacamund in May 1957—Recommendations regarding starting of Joint Farming Societies—Report called for.]

An extract of the recommendation of the Conference of the Officers held at Ootacamund in May 1957 is forwarded to all Collectors except the Collector of Madras. In this connection, their

attention is invited to the instructions issued in Memorandum No. 93022-RDP-V./56-4, Public (Rural Development Projects), dated 22nd January 1957. They are requested to select suitable villages in each block where Co-operative Joint Farming Societies can be started immediately and furnish to Government a list of such villages.

ENCLOSURE.

Extract from the recommendations of the Conference of Officers held at Ootacamund in May 1957.

This Conference recommends that at least one co-operative joint farming society should be established in the current year in each block on a purely voluntary basis over and above the co-operative joint farming societies that may be established in the Gramdan villages. Each co-operative joint farming society should aim at an acreage of 200 acres and each of them should cover at least a minimum acreage of 100 acres to start with.

(65)

MEMORANDUM No. 65833-RDP-V/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 5TH JULY 1957.

[Community Development/National Extension Service Blocks—Set up on 1st April 1956 and after—Revised budget—Clarification.]

[*Reference.*—(1) From the Block Development Officer, Tirunelveli, dated 19th June 1957, Ref. No. B. 2410/57, (2) From the Collector of Tirunelveli, dated 28th June 1957, N. Dis. No. 15006/57.]

The Block Development Officer, Tirunelveli, is informed that in the foot note to Annexure II of G.O. Ms. No. 3282, Public (Rural Development Projects), dated 4th October 1956, it has only been indicated that a sum of Rs. 3 lakhs may be provided to agriculturists outside the block budget, as short term loans, by the Government, the Reserve Bank of India and the co-operative societies. It is not intended that the funds provided by the Government in this behalf should be channeled through the agency of co-operatives. These societies will continue to obtain the funds required by them for disbursing loans from the regular channels open to them. The Block Development Officer is, therefore, informed that no part of the allotment made by the Government in this behalf should be loaned to the Co-operative Societies. He is requested to apply for such provision of funds, not exceeding Rs. 3 lakhs for 3 years, as will be required by him, for issuing loans to the agriculturists direct.

(66)

MEMORANDUM No. 74666-RDP-V/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 6TH AUGUST 1957.

[Community Development Programme—Programme of Agricultural work—Targets and review of achievements—Further instructions issued—Reiterated.]

It has been brought to the notice of the Government that the targets for blocks have not been split up to the level of village level workers according to the instructions issued in Memorandum No. 117898-RDP-V/56-2, Public (Rural Development Projects), dated 19th December 1956.

The attention of all Collectors (except the Collector of Madras) and Block Development Officers is invited to the instructions issued in the last paragraph of the Memorandum and they are requested to split up the targets to the level of village level workers and inspect periodically and reviwe their works critically with reference to the achievements attained against the targets fixed.

(67)

MEMORANDUM No. 150330-A-RDP-V/56-5, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 13TH AUGUST 1957.

[Community Development/National Extension Service—Conference of Project Executive Officers and Block Development Officers—Recommendation—No separate office for Extension Officer for Agriculture—Approved—Orders issued.]

[*Reference.*—(1) Government Memo. No. 87748-RDP-IX/56-9, Public (Rural Development Projects), dated 7th September 1956 and (2) from the Director of Agriculture, No. E. 4. 21/57, dated 4th June 1957.]

The Conference of the Project Executive Officers and Block Development Officers held at the Secretariat in July 1956 has recommended that the Extension Officer for Agriculture should have no separate office and should have his office in the office of his Block Development Officer. The Director of Agriculture has stated that a separate office-*cum*-depot for the Extension Officer for Agriculture in each block is necessary in the interest of work and safety of the stocks in the depot.

The Government have examined the recommendation of the Director of Agricuture and consider that the Extension Officer, Agriculture need not have a separate office as there is no case to differentiate this officer from other Extension Officers who have their offices in the office of the Block Development Officer and as the Extension Officer, Agriculture, forms part of the Block team. The agricultural depots are being built near the Block Development Officer's office where the Extension Officer for Agriculture also has got accommodation. The Government, therefor, direct that the Extension Officer for Agriculture need not have a separate office from that of the Block Development Officer.

(68)

MEMORANDUM No. 60231-RDP-V/57-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 21ST AUGUST 1957.

[Community Development Programme—Agricultural production—Assessment—Enquiry through Village Level Workers—Instructions—Issued.]

Government consider that reliable data on yield of crops in the areas under Community Development Programme can be obtained by the block staff in the course of their normal duties by enquiry and observation to supplement the data obtained by crop sampling survey. They therefore direct that village level workers should obtain data on yield of paddy in the villages in their charge according to the scheme given below.

2. Each village level worker should select ten cultivators in each of the villages in his jurisdiction and obtain from each, data on area and yield of paddy on his holding and record it in the simple *pro forma* enclosed. The cultivators selected must be average holders—the holding ranging between 1 acre and 10 acres. The data must be collected after the harvest of the main paddy crop which is usually from December to February. It need not relate to the entire area under paddy in the cultivators' holding for a whole year, and may be for any part for which the cultivator is able to furnish data readily. The village level workers should then send a consolidated report to the Block Development Officers by 31st March each year. The Block Development Officers should send the consolidated reports to the Director of Statistics by 15th April each year.

Pro forma for obtaining data on crop yields in the villages under each village level worker.

Name of the block.

Name o the taluk.	*Name of the village.*	*Name of the cultivator selected for the enquiry.*	*Extent under paddy in the cultivators holding for which data are furnished.*	*Yield obtained to be expressed in local units i.e., bags kotahs etc.*	*Yield to be expressed by the village level worker in terms of Madras Measure.*	*Remarks. Whether yield was obtained by oral enquiry of by actual observation or measurement.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)

NOTE.—(1) Figure furnished in column (5) must be converted in terms of Madras measure and reported in column (6) by the village level worker.

(2) Yield must relate to dry paddy.

(69)

MEMORANDUM No. 60231-RDP-V/57-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 21ST AUGUST 1957.

[Community Development/National Extension Service—Agricultural production—Assessment of performance of holdings—Maintenance of records—Instructions issued.]

It is desirable to have a continuous record of a few selected holdings in each village to assess the progress made by cultivators and the benefits they have derived from the extension services made available under the Community Development and National Extension Service Programmes. This record can be conveniently kept in the case of co-operative farming societies, by the managements under the guidance of the Extension Officer for Agriculture and village level worker. The Government, therefore, direct that all co-operative joint farming societies should keep a complete record of progress of cultivation in the lands under their control *in the form annexed.*

2. In addition, the Government consider that a record of a few private holdings should also be maintained to assess the progress of the cultivators in improving the standards of cultivation. They, therefore, direct that each village level worker should select 10 holdings in each village under his charge and maintain records of the progress in those holdings in the *pro forma* prescribed in the annexure. The selected holdings should be average holdings—between 1 acre and 10 acres and should be selected on a random basis without particular reference to the present standard of the cultivator concerned.

3. These records should be made available for study by the administrative and technical officers.

ANNEXURE.

District

Taluk

Village

Name of the cultivator.	*Extent under rice crop in the cultivation holding. Paddy. Cholam.*	*Method of cultivation employed. (A brief note indicating whether any improved methods were adopted.)*	*Yield obtained.*	
			In Local units.	*In Madras Measures.*
(1)	(2)	(3)	(4)	

Whether yield was obtained by oral enquiry/actual observation or measurement.	*What is the increase or decrease in yield obtained (compared with previous years.)*	*Whether increase or decrease is due to*			
		Seeds.	*Manures.*	*Availability or lack of irrigation.*	*Pest and disease control.*
(5)	(6)	(7)			

Agricultural finance for		*Agricultural implement.*	*Efficiency of man power.*	*Other factors.*	*Remarks.*
Ploughing.	*Cultivation.*				
(8)		(9)	(10)	(11)	(12)

Separate pages should be set apart for each cultivator.

(70)

G.O. Ms. No. 2560, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 2ND SEPTEMBER 1957.

[Community Projects and National Extension Service—Agriculture—Opening of new depots—Purchase of agricultural implements—General orders issued.]

READ—the following paper :—

Letter from the Director of Agriculture, dated 22nd August 1956, Ref. No. D. Dis. 681/56.

Order—No. 2560, *Public (Rural Development Projects), dated* 2nd *September* 1957.

In G.O. Ms. No. 2558, Public (Rural Development Projects), dated 21st December 1954, orders were issued for opening new Agricultural Depots in Community Development/National Extension Service Blocks, where there were no depots and for transfer of existing depots in National Extension Service/Community Development areas to the charge of Extension Officer for Agriculture. The existing depots transferred on the basis of this Government Order will have the equipment necessary, but no provision has been made in the Government Order for equipment and furniture for new depots. Sanction, therefore is accord to an expenditure not exceeding Rs. 600 (rupees six hundred only) per block for purchase of furniture for the agriculture depot in accordance with the scale applicable to depots of the Agriculture Department.

2. Implements, etc., are kept at the depot for demonstration purposes as well as for loan to ryots. It is essential that each depot

should be fully equipped with the implements which will be useful in the area, for demonstration purposes. Therefore, sanction is accorded to an expenditure not exceeding Rs. 4,000 (rupees four thousand only) per block for the purchase of implements. The rules regarding purchase on Government account should be strictly observed in making purchases of all items.

3. The implements to be purchased should be selected in cosultation with the District Agriculture Officer, taking into account the implements already available in the block. The implements should be made available to the Gramasevaks for demonstration purposes. The implements should be kept as Government property and may be hired to the ryots, if necessary, on payment of hire charges at the rates adopted in the Agriculture Department.

4. The Collectors and Block Development Officers are informed that hire charges at the rates prescribed by the Agriculture Department should be collected for all implements and equipment made available to ryots in Community Development/National Extension Service areas, whether the equipment is purchased from Community Development/National Extension Service funds or State Funds.

5. The expenditure on purchase of furniture should be debited to "40. d. Agriculture" in all cases. The expenditure on purchase of implements should be debited to the relevant sub-heads under "63-B. Community Development Projects, etc."

(71)

MEMORANDUM No. 85168-RDP-V/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH SEPTEMBER 1957.

[Community Development Programme—Agriculture—Soil testing in Block areas—Instructions.]

[*Reference.*—(1) Letter from the Government of India, Ministry of Community Development, dated 13th July 1957, No. 33 (1)/57 Prg. and (2) from the Government of India, Ministry of Food and Agriculture, dated 8th August 1957, No. F. 11-90/57. Instt. I.]

Copies of the letters cited are communicated to the Director of Agriculture, all Collectors (except the Collector of Madras) and all Block Development Officers for necessary action. The Director of Agriculture is requested to issue suitable further instructions in the matter to the officers concerned.

ENCLOSURES.

(1)

Letter from the Government of India, Ministry of Community Development, New Delhi, to the Development Commissioner, Madras, dated 13th July 1957, Ref. No. 33 (1)|57-Prg.

[Soil testing.]

Soil testing laboratories under the auspices of the Ministry of Agriculture have started functioning in your State. In the first instance, it is proposed to take up soil testing in the Community Development and National Extension Service blocks. The Block Development Officers and their staff may kindly be directed to contact the Assistant Soil Chemists of their respective areas to get full particulars of the soil testing service, to help in collection of soil samples and in conveying to the farmers information regarding suitable fertilizers.

(2)

Letter from the Government of India, Ministry of Food and Agriculture, addressed to all State Governments, dated 8th August 1957, Ref. No. F.11-90|57-Instt. I.

[Scheme for expanded soil testing service at the Indian Agricultural Research Institute—Publicty to the work under them.]

Some time back the Government of India entered into an agreement with the Technical Co-operation Mission of the United States of America for establishing 24 soil testing laboratories throughout India. It was proposed that these laboratories will give free soil testing service and necessary advice on the use of fertilizers for increasing crop production of the Indian farmers. For the first three years of the working of the scheme, these laboratories will be under the control of the Indian Agricultural Research Institute. Thereafter it is proposed to hand over the laboratories with equipment and staff to the State Governments.

Fifteen out of the 24 proposed soil testing laboratories have already started functioning in the following places:—

(1) Bangalore, (2) Calcutta, (3) Coimbatore, (4) Cuttack, (5) Gwalior, (6) Indian Agricultural Research Institute, New Delhi, (7) Ludhiana, (8) Nabha, (9) Nagpur, (10) Poona, (11) Rajendranagar Farm, Hyderabad, (12) Sabour, (13) Simla, (14) Trivandrum and (15) Bapatla.

The remaining nine laboratories are expected to start functioning very shortly in the following places:—

(1) Hazaribagh (Damodar Valley Corporation), (2) Agartala, (3) Kotah, (4) Junagarh, (5) Jubbalpur, (6) Tobacco Research Institute, Rajahmundry, (7) Coffee Research Board (Ballihonur), (8) Kanpur and (9) Jorhat (Assam).

The programme of work of these soil testing laboratories consists of evaluating soil productivity and helping farmers to plan fertilizer use based on soil tests and correlations of crop responses. Cultivators may have to be shown the utility of soil tests and fertilizer use by demonstration in their fields.

The soil testing laboratory at the Indian Agricultural Research Institute will co-ordinate the work of all the centres, develop improved methods and impart necessary training in soil testing methods to officers in charge of the various soil testing laboratories in India. In addition, the soil testing laboratory at Delhi will serve the cultivators of the neighbouring areas.

It is requested that wide publicity may be given to this soil testing service in your State through all agencies engaged in publicity and propaganda so that the cultivators in your State may get to know of this facility and may utilise it for increasing crop yields. Detailed information on the procedure for collecting soil samples and about the places where these samples are to be sent can be had from the Assistant Soil Chemist in charge of soil testing laboratories in each State.

The receipt of this letter may kindly be acknowledged.

(72)

MEMORANDUM No. 90976-RDP-V/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 18TH SEPTEMBER 1957.

[Community Development/National Extension Service—Agriculture—Sugarcane Development works—Availing the services of Central Sugarcane Officer, Madras Zone.]

[*Reference* —From the Central Agricultural Officer (Sugarcane Campaign), Madras Zone, dated 21st August 1957, No. 277/57.]

A copy of the letter cited is communicated to all Collectors except the Collector of Madras and all Block Development Officers, for information and necessary action.

ENCLOSURE.

Letter from the Central Agricultural Officer, Madras Zone, Madras, to the Additional Deputy Secretary to Government, Public (Rural Development Projects) Department, dated 21st August 1957, Ref. No. 275|57.

[Sugarcane Development Works in the Community Projects and Block Development areas.]

[*Reference.*—(1) From the Secretary, Indian Central Sugarcane Committee, addressed to me, dated 15th February 1957, No. F. 41 (5)|56-2346 and (2) our personal conversation on 17th August 1957.]

With reference to the above, I request you kindly to inform all the Block Development Officers and officers attached to the Community Project areas to avail my co-operation and help in order to improve the condition of the sugarcane crop and cultivation in their respective areas.

2. Also, I request you kindly to inform them to communicate me the time and date of any seminars which are generally being conducted in the areas in order to improve the lot of the villager, i.e., cultivators, so that I can also be able to do my bit by the way of participating in the function.

Besides the above, Government of India is also giving some help to the cane growers through me by the way of technical advices and publicity materials which will certainly help the cane growers to a considerable amount.

3. As you may be aware that certain amount of loans are also being given to the cane growers to manure their fields adequately the cane growers in the areas may please be asked to contact the local Revenue Officers who are now granting the loans to them at the rate of Rs. 100 per acre subject to a maximum of Rs. 750 per individual.

4. Further, we are also in a position to get adequate quantity of fertilizers if there will be any difficulty in getting them.

5. Also you may be aware that the Government have a plan to cover the entire country with the National Extension Service blocks during the Second Five-Year Plan. Consequently, it is desired that concerted efforts for the development of these areas may be made by all the development departments. Since the sugarcane campaign scheme is also functioning in this State and have achieved good progress and expected to cover the entire sugarcane area in the State, I request your close co-operation in order to give the desired effect to the scheme and to serve the cause of the counting as a whole.

6. An early action in the matter will be highly appreciated.

APPENDIX VI—ANIMAL HUSBANDRY.

(14)

G.O. Ms. No. 3410, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH NOVEMBER 1955.

[Community Development—Animal Husbandry Extension Officers —Supply of kit bag with instruments—Orders issued.]

READ—the following paper :—

From the Director of Animal Husbandry, dated 30th September 1955, No. D. Dis. 4971-B-1/55.

Order—No. 3410, Public (Rural Development Projects), dated 10th November 1955.

It was suggested during the Rural Development Board meeting held in December 1954 that the Animal Husbandry Extension Officers in the Community Development areas should not be pinned down to a particular dispensary, that they should be made to tour extensively in their area and that they may be asked to attend to the curative work also. The Director of Animal Husbandry who was consulted in the matter, has agreed to that suggestion and has recommended that for the purpose each Extension Officer should be suitably equipped with drugs and instruments which a Veterinary Assistant Surgeon will ordinarily have. The Government accept his recommendation and direct that each Animal Husbandry Extension Officer in the Community Development areas be supplied with a kit (i.e., a leather chest measuring 18 inches by 8 inches with two drawers for instruments and dressings with arrangements for keeping drugs) with the following instruments so as to enable him to attend to urgent work on the spot during his tour in his area :—

1 Foding scalpels.
2 Symes knife.
3 Dressing scissors.
4 Scissors sharp pointed.
5 Director exploring needle
6 Dressing forceps.
7 Directing forceps.
8 Spencer well Artery forceps.
9 Prob, G. S.
10 Suture needles assorted.
11 Castration knife.
12 Scop with director.
13 Grooved director.
14 Clinical thermometer.
15 Lancet.
16 Silk suture.
17 Syringe, record, 2 c.c.
18 Syringe, record, 5 c.c.
19 Syringe, record, 20 c.c.
20 Stethoscope 'Dower Brothers'.
21 Spirit lamp metal with stand.
22 Reagent, bottle, 8 oz. wide mouth for spirit.
23 Reagent bottle, 4 oz. for drugs.

2. Sanction is accorded to an expenditure not exceeding Rs. 170 (rupees one hundred and seventy only) towards the purchase of the above equipment for each Animal Husbandry Extension Officer. The expenditure should be debited to the relevant sub-heads under "63.B. Community Development Projects, National Extension Service and Local Development Works".

3. The drugs required for the use of the Animal Husbandry Extension Officers should be obtained from the Medical Stores Depot.

4. All Collectors except the Collector of Madras are requested to take appropriate action for the supply of kits to the Animal Husbandry Extension Officers working in the Community Development areas of their districts.

[Please see G.O. Ms. No. 2702, Public, dated 17th September 1957, for purchase of kits with instruments for National Extension Service blocks.]

(15)

G.O. Ms. No. 328, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 30TH JANUARY 1956.

[Community Projects, Community Development and National Extension Service Areas or Development of Poultry—Importing 5,000 day old chicks from United Kingdom—Proposals approved—Expenditure—Sanctioned.]

READ—the following papers :—

Letter from the Director of Animal Husbandry, Madras, dated 17th February 1955, D. Dis. No. 550–D-4/54.

Government Memorandum No. 1768—V./55–2, Public (Rural Development Projects), dated 2nd May 1955.

Letter from the Director of Animal Husbandry, Madras, dated 19th July 1955, R.O.C. No. 2188–D-4/55.

Order—No. 328, *Public (Rural Development Projects), dated 30th January* 1956.

Sanction is accorded to an expenditure not exceeding rupees 1,03,000 (rupees one lakh and three thousand only) towards the import of 5,000 day old chicks from United Kingdom for distribution in Community Projects, Community Development and National Extension Service areas of this State for breeding purposes as detailed in the annexure.

2. The expenditure should be debited to the relevant sub-heads under " 63.B. Community Development Projects, National Extension Service and Local Development Works " of the respective areas or blocks.

3. The Government direct that the entire cost on the scheme be met initially from the funds of the Animal Husbandry Department and then adjusted and carried over to the Community Projects, Community Development or National Extension Service Budget, as and when the chicks are actually distributed.

4. The Director of Animal Husbandry, Madras, is permitted to purchase and distribute the chicks. He requested to apply for the provision of funds by reappropriation, if any expenditure is likely to be incurred in the current year.

ANNEXURE.

NON-RECURRING EXPENDITURE.

	RS.
Livestock.—Cost of 5,000 chicks at Rs. 5 each	25,000
Equipment-Deadstock—	
1. Brooder boxes at 1 box for every 50 chicks at Rs. 50 a box = 100 × 50.	5,000
2. Chick run with wire-net floor at 1 run for every 25 birds at Rs. 50 per run 5 × 40 runs × 50.	10,000
3. Covered runs 1 for every 50 birds at Rs. 150 each = 100 × 50.	15,000
4. Feed boxes-watering utensils and other contingencies; lump sum.	5,000
5. Poultry Houses for night time at 1 house for every 25 birds at Rs. 100 each 200 × 100.	20,000
Total ..	55,000

RECURRING EXPENDITURE.

(Establishment charges)—	
1. At the rate of 1 poultry fieldman for each of the farms, Poultry Research Station, Madras, Livestock Research Station, Hosur and District Livestock Farm, Orathanad, on Rs. 45 + Rs. 22 = 67 × 6 × 3.	1,206
2. One mazdoor for every 500 chicks to look after in day time at Rs. 15 + 18 = 33 × 10 mazdoors Rs. 33 × 6.	1,980
3. Three night watchmen one for each of the farms at Rs. 18 + 18 = 36 × 6 × 3.	648
	3,834 or 4,000

RECURRING EXPENDITURE—cont.

	RS.
Feed charges—	
Feeding charges on 5,000 chicks at Re. 0-8-0 a month for 3 months at the beginning—5,000 × Rs. ½ × 3.	7,500
Feeding charges on 5,000 chicks between 3 and 6 months old at Re. 0-12-0 per month for 3 months—5,000 × Rs. ¾ ×3.	11,250
	18,750 or 19,000

ABSTRACT.

	RS.
1 Cost of 5,000 birds	25,000
2 Deadstock	55,000
3 Establishment	4,000
4 Feeding	19,000
Grand total ..	1,03,000

(16)

MEMORANDUM No. 15544–V/56–2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 24TH MARCH 1956.

[Community Projects—Periyar Project Area—Development of Animal Husbandry—Preventive inoculation work—Entrustment to Gramasevak—Instructions issued.]

[*Reference.*—From the Project Executive Officer, Gandhigram, dated 30th January 1956, No. 1651/56-B. Letter from the Director of Animal Husbandry, dated 9th March 1956, D. No. 3502-B4/56.]

It has been proposed by the Project Executive Officer, Gandhigram, that the Gramasevaks working in the Community Project areas may be entrusted with preventive inoculation work after practical training in that field, to afford relief to the Veterinary Assistant Surgeon and Veterinary and Livestock Inspectors. The Director of Animal Husbandry, Madras, who was consulted in the matter, has stated that inoculation and vaccination are technical operations which cannot be entrusted to Gramasevaks.

2. The Government accept the views of the Director of Animal Husbandry and direct that Gramasevaks should not be entrusted with the work of inoculation and vaccination.

(17)

MEMORANDUM No. 84558-56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 30TH AUGUST 1956.

[Community Projects—Community Development and National Extension Service—Animal Husbandry—Development—Purchase of good breeds of birds, bucks, etc.—Fixation of cost—Instructions issued.]

[*Reference.*—From the Collector of South Kanara, dated 25th June 1956, No. M.7. 15413/56.]

The Collector of South Kanara has raised the question whether the expenditure incurred on transport of birds, bucks, rams, etc., and the travelling allowance for the journeys performed by the staff for fetching them can be taken into account while computing the cost. The Government have carefully examined the question and direct that the incidental charges on transport, etc., of the birds bucks, etc., be included in fixing their cost. The travelling allowance for the journeys performed by the staff for fetching the birds, etc., will be debited to establishment charges and so need not be taken into account in computing the cost.

(18)

G.O. Ms. No. 3969, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 26TH NOVEMBER 1956.

[Community Development and National Extension Service—Development of Animal Husbandry—Castration of bulls—Training of Gramasevaks—Instructions issued—Supply of Castration Equipment—Sanctioned.]

READ—the following papers :—

From the Collector of Malabar, dated 1st March 1956, No. DS 5-7775/56.

Letter from the Director of Animal Husbandry, dated 11th August 1956, No. D. Dis. 5875-F.5/56.

Letter from the Director of Animal Husbandry, dated 20th September 1956, R.O.C. No. 21011-F.4/56.

Order—No. 3969, *Public (Rural Development Projects), dated 26th November* 1956.

The Collector of Malabar has suggested in his letter first cited that the Gramasevaks working in the community development and national extension service blocks may also be entrusted with the work of castrating bulls, as the Extension Officer for Animal Husbandry in the block is unable to attend to all the cases due to increasing demand from the ryots. The Director of Animal Husbandry has generally recommended the proposal and has suggested

that the Gramasevaks, who have got sufficient experience and who have been tested and found suitable, should only be entrusted with castration work. The Government accept the recommendations of the Director of Animal Husbandry and direct that Gramasevaks who have done at least 50 castrations under the personal guidance of the Extension Officers for Animal Husbandry and who are tested and certified suitable for castration work by the District Veterinary Officer concerned, be entrusted with castration work in their areas.

2. Sanction is accorded to an expenditure not exceeding Rs. 85 per block (rupees eighty-five only) towards the purchase of castration equipment required for use in each community development national extension service block as detailed below :—

			RS.	A.	P.
1. G 1.	Burdizzo castrators 16 inches, patent cordstop	..	70	0	0
2. G 3.	Spanners for tightening the screw (Foreign)	..	3	0	0
3. G 4.	Knee rests for Burdizzo's castrator (Foreign)	..	4	8	0
			77	8	0
	Parcel charges, etc.	.	5	0	0
	Total	..	82	8	0
	Or	..	85	0	0
			(roundly)		

3. The expenditure should be debited to "63-B. Community Development Projects, National Extension Service and Local Development Works—(i) Community Development Projects—C. Animal Husbandry and Agriculture Extension—Other Charges" (or) (ii) National Extension Service—Animal Husbandry and Agriculture Extension—Other charges", as the case may be.

(19)

MEMORANDUM No. 143286-V./56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 31ST DECEMBER 1956.

[National Extension Service—Grants-in-aid—Grants for purchase of pedigree birds, etc.—Subsidy for eggs not permissible—Instructions.]

[*Reference.*—From the Collector of Tanjore, dated 4th December 1956, No. 47374/56-K.-2.]

The Collector of Tanjore in his proceedings cited has sanctioned a sum of Rs. 28 towards the supply of exotic eggs to fourteen individuals in Thirumathur and other villages in Kumbakonam Community Development Block. The Collector is informed that as a general rule, subsidy should be granted only in cases where the cost is such that the public will not implement the scheme without subsidy. In the case of exotic eggs the price is not such as to justify subsidy. The Collector is, therefore, requested not to allow such subsidies, in future.

The Collector of all districts (except Madras and Tanjore) and the Block Development Officers (Community Projects and National Extension Service) are requested to note the instructions for observance in future.

(20)

MEMORANDUM No. 22340-RDP.-V./57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 12TH APRIL 1957.

[National Extension Service—North Arcot district—Kilvaithinankuppam block—Concessions to co-operative societies for supply of agricultural implements, charkas, stud rams, etc.—Regarding.]

[*Reference.*—From the Block Development Officer, Kilvaithinankuppam, dated 28th February 1957, No. Rc.-B-2-236/57.]

With reference to the letter cited, the Block Development Officer is informed as follows :—

(1) No concession has been extended to the co-operative societies in regard to the supply of charkas.

(2) Supply of agricultural implements at concessional rates is not allowed—vide G.O. Ms. No. 1799, Public (Rural Development Projects), dated 28th September 1954.

(3) Grants towards the cost of breeding bulls, rams and pedigree birds as laid down in G.O. Ms. No. 2097, Public, dated 6th July 1955, may be made to the co-operative societies provided they agree to the conditions laid down in Government Memorandum No. 29121-R.D.P.-V./56-7, Public (Rural Development Projects), dated 28th December 1956 (copy already sent).

(21)

G.O. Ms. No. 1845, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 6TH JUNE 1957.

[Community Development and National Extension Service—Development of fisheries—Fingerlings—Supply at half cost—Continuance during 1957–58—Orders issued.]

READ—the following papers :—

G.O. Ms. No. 3241, Public (Rural Development Projects), dated 19th October 1955.

G.O. Ms. No. 906, Public (Rural Development Projects), dated 19th March 1957.

Order—No. 1845, *Public (Rural Development Projects), dated* 6th *June* 1957.

The Government sanction the continuance of the scheme for supply of fingerlings at half cost in National Extension Service/Community Development areas during 1957–58. The expenditure in each block should be limited to Rs. 100 and should be debited to

"63-B. Community Development Projects, National Extension Service and Local Development Works—(i) Community Development Project—Animal Husbandry and Agriculture Extension—Other Charges—Non-Recurring" in Community Development blocks and "(ii) National Extension Service—Animal Husbandry and Agriculture Extension—Other Charges—Non-Recurring" in National Extension Service blocks."

(22)

MEMORANDUM No. 56168-RDP.-V./57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 29TH JUNE 1957.

[Community Development—Veterinary, Medical or Health Institutions—Enrolment as indentors on Medical Stores Depot—Instructions—Issued.]

[*Reference.*—Government Memorandum No. 113555-RDP.-V./56-2, Public (Rural Development Projects), dated 21st January 1957.]

In the Memorandum cited (copy enclosed) instructions have been issued that the concerned heads of the departments should arrange for supplies of medicines, etc., for institutions run from community development funds and that these institutions should be treated as part of the department for all purposes, the only difference being that necessary funds are found from Community Development Budget.

As stated in the first paragraph of the memorandum, it is noticed that the Block Development Officers are very often resorting local purchase in violation of the rules for supply of medicines to the institutions and also to the Extension Officers. Government wish to reiterate that local purchase should not be made except where it cannot be avoided. Since the heads of departments and the district officers have been empowered to exercise administrative powers in the matter, local purchase should be made only in consultation with them and after obtaining their sanctions. Ordinarily if medicines, etc., required for immediate use are not available and supply from the medical store depot cannot be arranged, the required medicines should be made available on loan or by transfer from other departmental institutions where sufficient supplies may be available. Such supply should be treated as loan, to be returned in need or the cost should be adjusted by debit to "63-B." and credited to the appropriate head of account, Medical, Public Health or Veterinary, etc.

Heads of departments are requested to issue clear instructions in the matter of the subordinate officers, so that there may be no difficulty in regard to supply of medicines, etc., for work in the Community Development and National Extension Service areas.

ENCLOSURE.

Memorandum No. 113555-RDP-V.|56-2, Public (Rural Development Projects), dated 21st January 1957.

[Community Development—Veterinary, Medical or Health institutions—Enrolment as indentors on Medical Stores Depot—Particulars.]

[*Reference.*—Government Memorandum No. 32009-RDP.-V|56-4, Public (Rural Development Projects), dated 18th May 1956.]

Veterinary and medical institutions are being established in Community Development blocks and financed from Community Development funds. Instructions regarding arrangements for supply of medicines, etc., which are to be got from Medical Stores Depot have been issued in Memorandum No. 32009-RDP.-V.|56-4, Public (Rural Development Projects), dated 18th May 1956, but in practice these does not seem to be working satisfactorily since it is noticed that very often the Block Development Officers resort to local purchase in violation of the rules.

The Director of Medical Services|the Director of Public Health|the Director of Animal Husbandry are informed that the institutions established in Community Development blocks and financed from Community Development funds should be treated as a part of their department for all purposes, the only difference being that the necessary funds are found from Community Development Budget. Therefore, the concerned heads of departments should arrange for supply of medicines, etc., for these institutions also along with the institutions run by the regular departments. The heads of departments and the district officers may exercise all administrative powers in this matter which they have in respect of institutions run from State funds, etc., regarding local purchase, etc. They may take necessary action to enrol these institutions as indentors if that is necessary.

(23)

MEMORANDUM No. 88982-RDP.-XI/57-5, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 17TH JULY 1957.

[Community Development—Coonoor Block—The Nilgiris district—Minor Veterinary Dispensary at Kotagiri—Payment of rent—Instructions—Issued.]

[*Reference.*—(1) From the Director of Animal Husbandry, D. Dis. No. 2522/56, dated 1st March 1956, (2) From the Collector of the Nilgiris, Rc. B-8 No. 6098/56, dated 12th September 1956, and (3) From the Director of Animal Husbandry, Madras, Roc. No. 28465-F.I/56, dated 22nd February 1957.]

In his letter third cited, the Director of Animal Husbandry has suggested that the Block Development Officers can pay the monthly rent of the Veterinary Dispensaries run by the Extension Officers (Animal Husbandry) who are under the administrative control of the Block Development Officers and that sufficient allotment may be provided under concerned budget heads for this purpose.

2. The Director of Animal Husbandry is informed that the fact that the Extension Officer for Animal Husbandry has been placed in charge of a veterinary institution does not mean that

the veterinary institution is transferred to the block and that the entire expenditure will be met from block funds. Normally veterinary institutions are not run from the block funds. If the centre is placed in the charge of Extension Officer for Animal Husbandry, it is only a special arrangement in view of the paucity of personnel in Animal Husbandry Department. Other incidental expenditure will continue to be borne from the funds of Animal Husbandry Department. The funds available for Animal Husbandry in Community Development blocks is very limited and will not permit incurring of such commitments.

3. In the circumstances stated above, the Government consider that the expenditure on rent and other incidental charges for veterinary institutions of Animal Husbandry Department which are placed in the charge of Extension Officer for Animal Husbandry should be borne by Animal Husbandry Department. The Director of Animal Husbandry is requested to take action accordingly at an early date.

(24)

G.O. Ms. No. 2702, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 17TH SEPTEMBER 1957.

[Community Development Programme—Extension Officers for Animal Husbandry—Purchase of kits with instruments—Community Development areas—Extended to National Extension Service blocks.]

READ—the following papers :—

G.O. Ms. No. 3410, Public (Rural Development Projects), dated 10th November 1955.

From the Collector of Salem, dated 3rd February 1957, No. Roc. B-2-2974/57.

From the Director of Animal Husbandry, dated 8th April 1957, No. L. Dis. 5220-E-4/57.

Government Memorandum No. 12191-RDP.-V./57-4, Public (Rural Development Projects), dated 25th April 1957.

From the Director of Animal Husbandry, dated 3rd August 1957, No. D. Dis. 7689-E-4/57.

Order—No. 2702, *Public (Rural Development Projects), dated* 17*th September* 1957.

Sanction has been accorded in the Government Order read above to the purchase of a kit with instruments at a cost not exceeding Rs. 170 for use by each Extension Officer for Animal Husbandry in Community Development areas. The Collector of

Salem in his letter cited has stated that as the works of Extension Officers for Animal Husbandry in Community Development and National Extension Service blocks are similar, he has sanctioned the purchase of a kit bag for use by the Extension Officer for Animal Husbandry attached to Kaveripattinam National Extension Service block and has requested that his action may be approved and suggested that the sanction accorded in the Government Order may be extended to National Extension Service blocks also. The Director of Animal Husbandry who was consulted in the matter has agreed with the Collector's suggestion.

2. In the meanwhile the Government have issued orders in G.O. Ms. No. 2130, Food and Agriculture, dated 15th July 1957, that the Veterinary and Livestock Inspectors should be posted to replace the existing Extension Officers for Animal Husbandry (Veterinary Assistant Surgeons) in the National Extension Service blocks. Consequent on the issue of the above orders, the Director of Animal Husbandry has been requested to furnish a list of instruments and drugs that can be supplied along with the kits for use by each Veterinary and Livestock Inspector. He has accordingly submitted a list of instruments and medicines to be supplied with the kits for use by the Veterinary and Livestock Inspectors to be posted as Extension Officers in National Extension Service blocks. The Government agree with the Director of Animal Husbandry and sanction an expenditure not exceeding Rs. 185 (rupees one hundred and eighty-five only) towards the purchase of the kit and instruments and containers of drugs shown in the annexure for use by each Veterinary and Livestock Inspector posted as Extension Officer for Animal Husbandry in National Extension Service blocks. The expenditure should be debited to the relevant sub-heads under " 63-B. Community Development Projects, National Extension Service and Local Development Works—(ii) National Extension Service—C. Agriculture and Animal Husbandry—2. Other Charges."

3. The Government direct that the drugs required for use by the Veterinary and Livestock Inspectors be obtained by placing an indent on the nearest Veterinary Institution within or outside the block area.

4. All Collectors except the Collector of Madras are requested to take appropriate action for the supply of kits to the Veterinary and Livestock Inspectors to be posted as Extension Officers for Animal Husbandry in National Extension Service areas of their districts.

5. The Government approve the action of the Collector of Salem in having sanctioned the purchase of a kit bag for use by Extension Officer for Animal Husbandry attached to Kaveripattinam National Extension Service block.

ANNEXURE.

First Aid Veterinary Kit (*Leather bag*).

I. Instruments—

1	Dressing scissors, 6 inches	1
2	Dressing forceps, 5 inches	1
3	Exploring needle (in case)	1
4	Probe—Whale bone	1
5	Suturing needles	2
6	Syringe—'Arthro' type, 20 c.c.	1
7	Spare glass, barrels for the above	4
8	Syringe 5 c.c., 'Arthro' type	1
9	Spare glass-barrels for the above	4
10	Hypodermic needles for items 6 and 8	1 doz.
11	Thermometers	2
12	Specimen tubes	6
13	Microscopical slides	12
14	Spirit lamp, small (brass)	1
15	Dessert spoon (stainless steel)	1
16	Procelain cups with lids	2

II. Drugs with containers—

1	Tonic powder	8 oz.
2	Acidum Boricum	4 ,,
3	Zinc Oxidum	4 ,,
4	Sulphanilamide powder	4 ,,
5	White lotion tablets	12 ,,
6	Potassi permanganes	1
7	Tincture Benzoin Co.	2 oz.
8	Ol. Terebenthinae	4 ,,
9	Izal	8 ,,
10	Argyrol (solution 10 per cent)	1 ,,

III. Ointments—

1	Unguentum Iodine	4 oz.
2	Unguentum Bin Iodide of Mercury	2 ,,
3	Paraffinum Mollae Flavum	4 ,,

IV. Dressing materials—

1	Lint	2 oz.
2	Cotton wool, absorbent	2 ,,
3	Towr, country	8 ,,
4	Bandage cloth	8 yds.

(25)

G.O. Ms. No. 2745, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 24TH SEPTEMBER 1957.

[Community Development/National Extension Service Programme —Development of Animal Husbandry—Purchase of Nellore rams—Modification of present procedure—Deputation of officers—General orders issued.]

READ—the following papers :—

From the Collector of South Arcot, dated 30th April 1957, No. P-4- 829/Pdl./57.

From the Director of Animal Husbandry, dated 26th January 1957, No. L. Dis. 9089-E-4/57.

Order—No. 2745, *Public (Rural Development Projects), dated* 24*th September* 1957.

The Collector of South Arcot has stated in the reference cited that the present procedure in the Block Development Officers consulting the Special Officer for Sheep and Goats, Madras, in the matter of procuring Nellore rams causes inordinate delay and frustrates the very object to promote Animal Husbandry. He has, therefore, suggested that general order may be issued permitting the Block Development Officers and their Extension Officers for Animal Husbandry to proceed to Andhra for purchasing the requirements of Nellore rams, if necessary, for their blocks and their neighbouring blocks. The Director of Animal Husbandry who was consulted has recommended that as most of the Block Development Officers are non-technical men, the Sheep and Goats Development Officer, Madras, and the Veterinary Assistant Surgeon-in-charge of Sheep Unit, Kancheepuram, may be permitted to visit the breeding tracts of Nellore rams in Nellore district as and when necessary for procuring rams required in the Community Projects and National Extension Service areas and has recommended that general orders may be issued permitting them to visit the breeding tracts. The Government accept the recommendations of the Director of Animal Husbandry and direct that the Sheep and Goat Development Officer and the Veterinary Assistant Surgeon-in-charge of Sheep Unit, Kancheepuram, be permitted to visit the breeding tracts of Nellore rams in Nellore district and and when necessary for procuring rams required for their blocks and neighbouring blocks. The officers deputed to Nellore for the purpose will draw travelling allowance as per Madras Travelling Allowance Rules for their to and fro journeys as on tour.

2. The Block Development Officers should prepare and send annual indents for the Nellore rams required for the blocks at a time and send it to the Sheep and Goats Development Officer, Madras, who will collect the indents from all the Block Development Officers and in consultation with the Veterinary Assistant

Surgeon-in-charge of the Sheep Unit, Kancheepuram, arrange to visit the tracts for the procurement of the rams. The Sheep and Goats Development Officer, Madras, should fix a date before which the indents should be sent to him by the Block Development Officers.

(26)

MEMORANDUM No. 86135-RDP-V/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 11TH OCTOBER 1957.

[Community Development/National Extension Service—Development of dairy farming—Grant of loans for purchase of cattle of good milking breed—Instructions issued.]

[*Reference.*—G.O. Ms. No. 2484, Industries, Labour and Co-operation, dated 26th July 1957.]

In the Government Order cited a sum of Rs. 8 lakhs has been sanctioned for grant of interest bearing loans to the members of the milk supply societies and unions and land reclamation societies for the purchase of milch cattle during 1957–58. The ryots in block areas are also eligible for the loans, provided they form themselves into co-operative society as laid down in G.O. Ms. No. 4240, Public (Rural Development Projects), dated 20th December 1956.

2. The Block Development Officers are, therefore, requested to do intensive propaganda to utilize the amount sanctioned in the Government Order cited by organizing co-operative societies, wherever ryots come forward with a request for loans for purchase of good milking breed in the block areas with a view to intensify "Dairy Farming".

APPENDIX VII—CO-OPERATION.

(10)

MEMORANDUM No. 72945-RDP.-V/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND JUNE 1956.

[Community Development—Organization of co-operative societies in villages—Monthly progress report—Instructions—Issued.]

[*Reference.*—From the Registrar of Co-operative Societies, dated 31st May 1956, Pdl. No. 78/56 (*c*).]

In the progress report sent, information regarding the number of societies organized is furnished. This will give only an incomplete picture of the work done. It is essential that information regarding membership in relation to the population of the village and the volume of business done should be available, as that alone can help to assess the progress of the co-operative movement in the villages. The aim is that each head of a family should be a member of a co-operative society which should be able to satisfy his requirement of credit facilities fully. Further, no information regarding type of societies organized is available. It is presumed that societies referred to in the progress report are credit societies. The Registrar of Co-operative Societies is requested to furnish the additional information referred to above in the progress reports in future.

(11)

MEMORANDUM No. 93013-RDP-V/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 15TH SEPTEMBER 1956.

[Community Development—Co-operation—Recommendation of Fifth Development Commissioners' Conference—Assistance of Community Development staff in co-operation work.]

Extracts from the main recommendations and conclusions of the Fifth Development Commissioners' Conference in regard to co-operation is communicated to all Collectors except the Collector of Madras, all Project Executive Officers, and all Block Development Officers (Community Projects, Community Development and National Extension Service areas) for information and necessary action.

ENCLOSURE.

Extracts from the main recommendations and conclusions of the Fifth Development Commissioners' Conference.

* *

(b) Co-operation.—As the need for credit is large, both "Takkavi" and co-operative credit should be expanded as far as possible. State Government should, however, ensure that there is no duplication in the advance of loans from co-operatives and Government sources.

The Community Development and National Extension Service organization and, in particular, the village level worker could be of substantial assistance in promoting co-operative efforts. The responsibility for the growth of the co-operative movement should, of course, rest with the Registrar of Co-operative Societies, but the Block Development Officer and his staff should also assist materially in this field. The educational aspect of co-operation should be particularly emphasised. Great efforts are needed in driving home to the farmers, the benefits of co-operation, including better living, co-operation should be developed not only to raise production but also to ensure increase in employment.

The Government of India scheme for the development of co-operative marketing and warehousing should also provide facilities for the marketing of the products of the cottage and village industries, and for the warehousing of the raw material and the produce. It was mentioned in this connexion that the Farmers' Forum was going to open an office at each terminal market throughout the country to provide information and marketing facilities. Co-operation of the Development Commissioners was sought in facilitating the work of the Farmers' Forum.

* * * * *

(iv) On the administrative side in view of the experimental character of the pilot projects it was recognized that generally the Community Projects Officer (Industries) should be under the administrative control of the State Development Commissioner, but however there is no objection if the administrative control is transferred to the department responsible for development of village and small-scale industries if such a course is considered more helpful to ensure the success of the pilot project (cottage and small-scale industries).

* * * * *

(vi) Small industrial estates.—The Ministry of Commerce and Industry have initiated a scheme for setting up small industrial estates each costing about Rs. 10–15 lakhs. These are entirely financed by the Centre and they have requested the State Governments to start with eight industrial estates situated in suitable pilot project areas. The establishment of such industrial estates and their extension to other suitable Community Project areas was also recommended. The Ministry of Commerce and Industry have also launched an experimental scheme for 45 mobile workshops to do intensive touring in selected Community Project areas particularly pilot projects and a certain number are already on the road. It is important that the State Governments should take full advantage of these schemes initiated by the Government of India.

(12)

MEMORANDUM No. 130021, PUBLIC (R.D.P.) ACCOUNTS-(A)/56-2, DATED 14TH FEBRUARY 1957.

[Community Projects—Krishnagiri block—Construction of a milking shed—Estimate—Sanction of.]

[*Reference.*—From the Collector of Salem, D. Dis. No. 40766/56-B-2, dated 28th October 1956, and Government Endorsement No. 130021, Public (R.D.P. Accounts-A)/56-1, dated 24th December 1956.]

In modification of the instructions issued in the Government Memorandum second cited, the Collector of Salem is informed

it has been since decided that 50 per cent of the cost of construction of milking sheds can be sanctioned as grant provided that the shed is intended for a co-operative society and that the benefits of the scheme will accrue to the general public. He is also informed that the sanction of Government should be obtained in such cases.

The construction of such godowns especially where joint farming enterprises are involved, should be definitely encouraged with 50 per cent grants as laid down in Memorandum No. 130021-R.D.P. Accts. A/56-2, dated 14th February 1957.

(13)

MEMORANDUM No. 93013-RDP.-V/56-7, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 12TH APRIL 1957.

[Community Development—Co-operation—Inclusion of certain particulars in the quarterly progress report—Instructions issued.]

[*Reference.*—From the Registrar of Co-operative Societies, dated 1st February 1957, Rc. No. 164488/56-A (R).]

The Registrar of Co-operative Societies is requested to furnish the particulars regarding the following key indicators of progress in the field of co-operation, every quarter commencing from the quarter ending 31st March 1957, along with monthly progress reports on organization of co-operative societies in Community Development/National Extension Service from the last month of the quarter :—

(i) Number of new co-operative societies started during the quarter.

(ii) Number of new members enrolled in new and existing co-operative societies during the quarter.

(iii) Amount of share capital raised from members during the quarter.

(iv) Names, quantity and value of agricultural commodities marketed through primary marketing societies during the quarter.

(v) Number of godowns constructed by co-operative societies during the quarter.

(14)

MEMORANDUM No. 75457-RDP.-V/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 26TH JULY 1957.

[Community Development/National Extension Service—Agriculture—Conference held at Ootacamund in May 1957—Recommendations regarding starting of Joint Farming Societies—Report called for.]

An extract of the recommendation of the Conference of the Officers held at Ootacamund in May 1957 is forwarded to all Collectors except the Collector of Madras. In this connection, their attention is invited to the instructions issued in Memorandum No. 93022-RDP.-V/56-4, Public (Rural Development Projects), dated 22nd January 1957. They are requested to select suitable villages in each block where co-operative joint farming societies can be started immediately and furnish to Government a list of such villages.

ENCLOSURE.

Extract from the recommendations of the Conference of Officers held at Ootacamund in May 1957.

This conference recommends that at least one co-operative joint farming society should be established in the current year in each block on a purely voluntary basis over and above the co-operative joint farming societies that may be established in the Gramdan villages. Each co-operative joint farming society should aim at an acreage of 200 acres and each of them should cover at least a minimum acreage of 100 acres to start with.

(15)

MEMORANDUM No. 89434-RDP.-V/57-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 30TH SEPTEMBER 1957.

[Community Development Programme—Co-operation—Industrial Co-operatives—Organization of—Extension Officers for Co-operation—Taking interest—Instructions issued.]

The Committee for the integration of State Development Schemes with the Community Development Programme has recommended that the Extension Officers for Co-operation working in the Community Development/National Extension Service blocks may be made responsible for organization of industrial co-operatives in their blocks. The Government accept the recommendation of the Committee and direct that the Extension Officers for Co-operation be responsible for organization of all co-operative societies including industrial co-operatives in their areas. They also direct that a copy of the fortnightly diary of the Extension Officers for Co-operation should be sent by the Block Development Officer to

the concerned Assistant Director of Industries Department, while sending the diary to the Deputy Registrar of Co-operative Societies, as laid down in paragraph 3 of Government Memorandum No. 9075-RDP.-I/54-10, Public (Rural Development Projects), dated 31st October 1954.

2. The Director of Industries and Commerce and the Registrar of Co-operative Societies are requested to see during their tours how far these instructions are effectively carried out and incorporate their remarks in the monthly demi-official letter submitted to the Chief Secretary to Government—vide Memorandum No. 41038-RDP.-I/57-1, Public (Rural Development Projects), dated 23rd April 1957.

(16)

MEMORANDUM No. 99816-RDP.-V/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 12TH OCTOBER 1957.

[Community Development/National Extension Service—Agriculture—Starting of Joint Farming Societies—Quarterly Progress Report—Prescribed.]

[*Reference.*—Government Memorandum No. 75457-RDP.-V/57-1, Public (Rural Development Projects), dated 26th July 1957.]

In continuation of the Government Memorandum cited, all Collectors except the Collector of Madras are requested to submit quarterly progress reports regarding the organization of Joint farming societies in Community Development/National Extension Service areas commencing from the quarter ending 31st December 1957 so as to reach the Government before 15th of the month succeeding the quarter. The first progress report should reach the Government before 15th January 1958.

APPENDIX VIII—PANCHAYATS.

(15)

MEMORANDUM No. 103407-RDP.-VI/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH OCTOBER 1956.

[Local Development Works—Rural water-supply—Works in National Extension Service areas—Further clarification.]

[*Reference.*—(1) G.O. Ms. No. 4, Public, dated 3rd January 1955, and (2) G.O. Ms. No. 2727, Public (Rural Development Projects), dated 11th August 1956.]

In view of the fact that allotment for Local Development Works is very limited, the Government direct that water-supply works in National Extension Service areas should hereafter be taken up with National Extension Service funds out of the allotment for 'local works'. The orders in paragraph 2 of Government Order first cited are hereby cancelled.

(16)

MEMORANDUM No. 141145-RDP.-V/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 18TH FEBRUARY 1957.

[National Extension Service—Rural water-supply works—Execution in Major Panchayats—Clarification—Issued.]

[*Reference.*—(1) Memorandum No. 103407-RDP.-VI/56-2, Public (Rural Development Projects), dated 8th October 1956, and (2) From the Collector of Tiruchirappalli, No. Rc. R 2-32635/56, dated 30th November 1956.]

The attention of the Collector of Tanjore is invited to the letter from the Community Project Administration extracted on page 27 of Volume I, Part II of the Manual on Community Development and to paragraph 1 of Government Order Rt. No. 1829, Public, dated 6th November 1956, and he is informed that there is no objection to taking up works under Community Development Programme/National Extension Service in major panchayat areas, provided the requisite public contribution is forthcoming in accordance with the rules. He is, therefore, informed that rural water-supply works in major panchayats covered by National Extension Service blocks cannot be taken up under the Local Development Works programme.

APPENDIX IX—EDUCATION AND SOCIAL EDUCATION.

(29)

G.O. Ms. No. 3481, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH NOVEMBER 1955.

[Community Projects and National Extension Service—Broadcasting—Purchase of radio sets for Community Recreation Centres—Instructions—Issued.]

READ—the following papers :—

G.O. Ms. No. 1810, Public, dated 29th September 1954.

Letter from the Radio Engineer, dated 27th August 1955, No. 9635 C1/54-12.

Letter from the Chief Engineer, dated 14th September 1955, No. 38176-R2/55-1.

Order—No. 3481, *Public (Rural Development Projects), dated* 16th *November* 1955.

Under the orders in G.O. Ms. No. 1810, Public, dated 28th September 1954, local bodies or private institutions in the Community Projects and National Extension Service areas were given discretion in the matter of the choice of the agency for the supply of radio sets for installation in the community recreation centres. These orders were to be followed for one year and the Radio Engineer was asked to review the position and report the matter to Government at the end of one year through the Chief Engineer, Public Works Department (General).

2. The Radio Engineer, has submitted, his report through the Chief Engineer, Public Works Department (General). The Government after examining the matter, have decided that the orders in item (1) in paragraph 1 of G.O. Ms. No. 1810, Public, dated 28th September 1954, vesting the choice of agency of supply of radio sets to the option of the local or private bodies in Community Projects and National Extension Service areas need not be extended further and that all local bodies and private institutions in Community Projects and National Extension Service areas should hereafter purchases their requirements of radio sets for the community recreation centres only through the State Broadcasting Department.

3. The State Broadcasting Department should continue to accord the highest priority for the supply of radio sets to the community recreation centres in the Community Projects and National extension Service areas as required in items (ii) and (iii) in paragraph 1 of the G.O. Ms. No. 1810, Public, dated 28th September 1954.

(30)

MEMORANDUM No. 51915/55-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 5TH DECEMBER 1955.

[Community Projects and National Extension Service—Social Education—Equipment to children park—Instructions.]

All Project Executive Officers and Block Development Officers (Community Projects and National Extension Service) are informed that equipment like cement benches, etc., required for the children's parks should be got manufactured by the local artisans with good raw materials as far as possible.

(31)

G.O. Ms. No. 1081, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 17TH MARCH 1956.

[Community Projects and National Extension Service—Malabar district—Social Education—Organization of Kalari sanghams—Scale of contribution—Instructions—Issued.]

READ—the following papers :—

G.O. Ms. No. 632, Public (Rural Development Projects), dated 26th February 1955.

Letter from Sri V. R. Krishna Iyer, M.L.A., dated 30th January 1956, No. nil.

Order—No. 1081, *Public (Rural Development Projects), dated* 17*th March* 1956.

It has been suggested to Government that a token grant of Rs. 100 for purchase of equipment to Kalari sanghams in Malabar district may be made from Community Projects and National Extension Service funds for encouraging the indigenous art of Kalari provided the people contribute an equal amount of equipment and bear the recurring expenditure for Kalari sanghams. It is stated that Kalari is a local art in Malabar district and that it is a form of physical culture containing rich potentialities for the physical development of the youth of the district.

2. The Government accept the suggestions and direct that subject to existence of budget provision a grant of Rs. 100 (rupees one hundred only) or 50 per cent of the cost whichever is less, may be sanctioned to each Kalari sangham in Community Project and National Extension Service blocks in Malabar district from the respective block budgets provided the beneficiaries contribute an equal amount, viz., Rs. 100 for equipment and also bear the recurring expenditure of the sanghams. The Government also direct that contribution may be sanctioned for not more than four sanghams in each block.

3. The expenditure is debitable to the relevant sub-head under "Social Education" under the major head "63. B. Community Development Projects, National Extension Service and Local Development Works—(i) Community Development Projects and (ii) National Extension Service".

(32)

MEMORANDUM No. 37234-RDP. VII/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 19TH APRIL 1956.

[Adult Education—Modified Scheme—Starting of schools—Delays in obtaining and forwarding applications for recognition and aid.]

[*Reference.*—G.O. P. No. 1250, Education, dated 16th June 1954; Memo. No. 710/RDP-XI/54-2, Public (Rural Development Projects), dated 14th September 1954; and G.O. Ms. No. 652, Education, dated 16th April 1955.]

Several instances wherein the Social Education Organizers and Block Development Officers have delayed the applications received from the managements of adult schools in their jurisdiction to the officers of the Education department for recognition and aid have been brought to the notice of Government. Such applications should reach the officers of the Education department within three months of the commencement of the schools. Delay in receipt of applications leads to delay in disbursement of grants.

2. The Projects Executive Officers and Block Development Officers are requested to see that no avoidable delay occurs in obtaining and forwarding applications for recognition of adult literacy schools.

The Collectors are requested to instruct the Revenue Divisional Officers to watch the work of Social Education Organizers in this matter. Assistant Development Commissioners should pay attention to this during their tours.

(33)

MEMORANDUM No. 29278/RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 26TH APRIL 1956.

[National Extension Service—Payyanur Block—Kerala Hindi Prachara Sabha, Payyanur Branch—Financial aid—Negatived.]

[*Reference.*—From the Block Development Officer, Payyanur, dated 24th February 1956, No. B. 3566/55; and from the Collector of Malabar, dated 25th March 1956, Ref. DS. 5. S. No. 526/56.]

The Collector of Malabar is informed that no grants are permissible for the holding of Hindi classes, sammelanams, and staging of Hindi dramas and fairs.

(34)

G.O. Ms. No. 1695, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 14TH MAY 1956.

[Community Projects and National Extension Service—Social Education—Audio-visual aids—Provision for preparation of materials for flannel graph, puppet show and flash cards.]

At the Conference of Social Education Organizers held in February 1955, it was suggested that each block should have financial provision for preparation of materials for flannel graphs, puppet shows and flash cards and for the post of an artist. The Government accept the suggestion that provision for preparation of audio-visual aids should be made in each block and direct that an expenditure not exceeding Rs. 200 (rupees two hundred only) per block for the block period may be incurred for the preparation of audio-visual aids including remuneration payable to artist who may be employed for the purpose.

2. The expenditure will be met from the provision under "Social Education" in the budget.

(35)

MEMORANDUM No. 51511/RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 17TH MAY 1956.

[National Extension Service—Comprehensive Programme for Social Education—Supply of petromax lights to Adult Education Centres—Proposals—Negatived.]

[*Reference.*—From the Collector of Tanjore, dated 13th April 1956, No. 4473/56-K1.]

The Government do not consider it necessary to supply petromax lights to Adult Education Centres.

(36)

MEMORANDUM No. 59869-A/RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND MAY 1956.

[Community Development Programme—Social Education—Stress on the economic side—Further instructions.]

In paragraph 7 of G.O. Ms. No. 387, Public (Rural Development Projects), dated 2nd February 1956, instructions have been issued regarding Social Education Programme. (See Appendix I for this G.O.)

The Social Education Programme is mainly intended to acquaint the people with the various programmes for National Reconstruction and to make them realize that the programme is their own and that their participation is essential. The Community Development Programme aims at development largely with the people's own effort, with State aid to the extent possible. The emphasis should be on economic development at least for the present when the standard of living is low. The efforts of the Block staff should be directed to use the various means made available to educate the people regarding the means of improving their economic condition. Adult literacy and recreation are essential but the economic aspect should receive the first priority. Adult literacy and recreation campaigns should not be the end but only means to an end, i.e., educating the people for economic betterment.

The success of Social Education Programme will not be measured by the number of adult literacy centres, recreation centres, exhibitions, etc., organized. The most important objective of village development work is the change which is brought about on the people and not on things. The test will be whether the people have realized the importance of their own effort for the improvement of their economic condition. Here again efforts should be towards increased production of essential goods, e.g., foodgrains and not expenditure items, e.g., works. Works, such as roads, buildings are essential but a permanent improvement of the condition of the people can be brought about only by increase in production. Other facilities, e.g., welfare facilities, recreational facilities, will follow, without a special effort if economic betterment is achieved.

The Collectors and Revenue Divisional Officers are requested to closely watch the implementation of the Social Education Programme and see that it is executed on proper lines. The success of the Community Development Programme is largely dependent on the success of the Social Education Programme.

(37)

MEMORANDUM No. 72990/RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 7TH JUNE 1956.

[Community Projects—Malampuzha Project area—Social Education—Supply of musical instruments to Scout troops in schools—Proposals—Rejected.]

[*Reference.*—From the Project Executive Officer, **Palghat**, dated 23rd May 1956, No. 4870/55.]

The Project Executive Officer, Palghat, is informed that **no** contribution for purchase of musical instruments for use of Scout troops in the High Schools may be made from Community Project funds.

(38)

MEMORANDUM No. 82399 (A)/RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH JULY 1956.

[Community Development Programme—Social Education—Construction of Community platforms and chabutras around trees —Instructions.]

[*Reference*.—Endorsement No. 23512, RDP-VII/55-1, dated 19th October 1955, addressed to Collectors and Project Executive Officers and Memorandum No. 51541, RDP-VII/56-1, Public (Rural Development Projects), dated 27th April 1956, addressed to Collectors, Project Executive Officers and Block Development Officers.]

Instances have come to the notice of Government wherein grants have been made by the various officers for putting up Community platforms in the Community Development and National Extension Service areas. The platforms should be put up by the people themselves. What is required is a plot of open ground which should be kept clean by the local people themselves so that they can gather and sit there. Similarly old platforms around trees wherever they exist should be kept in good condition by local effort.

The Government therefore direct that no expenditure from Government funds should be incurred on Community platforms and chabutras around trees.

(39)

MEMORANDUM No. 35712 (A)/RDP-VII/56-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 31ST JULY 1956.

[Community Development Programme—Modified Scheme of Adult Education—Opening and closing of Adult Schools—Instructions.]

[*Reference*.—(1) G.O. Ms. No. 652, Education, dated 16th April 1955; (2) Memorandum No. 357-12(A)/RDP-VII/56-1, Public (Rural Development Projects), dated 19th April 1956; and (3) Letter from the Director of Public Instruction, Madras, dated 14th July 1956, Rc. No. 132/J4/56.]

Copy of the reference third cited is communicated to the Collectors, Project Executive Officers and Block Development Officers.

ENCLOSURE.

Letter from the Director of Public Instruction, Madras, dated 14th July 1956, No. Rc. 132-J-4|56.

I submit that instructions issued in G.O. Ms. No. 652, Education, dated 16th April 1955, are being followed by this department. Yet in cases where the Social Education Organizers make a recommendation in violation of the rules the Deputy Inspector's recommendation based on rules has to be accepted.

Specific cases, if any, of total disregard of the Social Education Organizers in this regard may be brought to my notice by the Project Executive Officers and Block Development Officers concerned.

(40)

G.O. Ms. No. 2786, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 20TH AUGUST 1956.

[Community Development—Co-ordination of the activities of the Women's Welfare Department and Community Development—Orders—Issued.]

READ—the following papers :—

G.O. Ms. No. 1324, Public (Rural Development Projects), dated 21st April 1955.

G.O. Ms. No. 3019, Public (Rural Development Projects), dated 28th September 1955.

Order—No. 2786, *Public (Rural Development Projects), dated* 20*th August* 1956.

Welfare work among women and children is being attended to by the Women's Welfare Department and also under Community Development National Extension Service Programmes. The Government have considered the need for co-ordination of these activities so that the people can derive the maximum benefit from them, and issue the following orders :—

The work relating to the Women's Welfare in Community Development Blocks will be attended to by the Block staff and the funds required will be provided from the Block budget. The Grama Sevikas and the Social Education Organizers (Women) will pay special attention to this item of work. The Women's Welfare Centres organized by the Women's Welfare Department which are located in Community Development Blocks will be taken over by the Community Development staff and an equal number of centres opened in areas not covered by the Community Development Programme.

In each of the centres organized by the Women's Welfare Department, there is a full-time Women's Welfare Organizer to attend to the work in the centre. She also organizes one or two Mauthar Sanghams in the adjacent villages. In Community Development Blocks, the work will be carried on solely by the Mauthar

Sanghams organized with the help of the voluntary workers. The comprehensive Social Education Programme as drawn up in G.O. Ms. No. 1325, Public (Rural Development Projects), dated 21st April 1955 provides for an honorarium of Rs. 80 per annum for the voluntary worker in addition to Rs. 95 per annum towards incidental expenditure for each sangham. The Grama Sevikas and the Social Education Organizers (Women) will generally supervise and guide the work of the Mauthar Sanghams.

Some of the existing centres organized by the Women's Welfare Department have Maternity Assistants attached. In the new centres to be opened hereafter no Maternity Assistant will be appointed. The Women's Welfare Department will confine itself to welfare activities. Maternity Assistants are being provided by the Health Department and therefore it is unnecessary to duplicate the facilities. The existing Maternity Assistants in the Centres which will be taken over under the Community Development Programme will be absorbed as a part of the Block staff and paid from the Community Development Budget.

As far as possible, the welfare activities should be carried out by private organizations with Government aid wherever necessary. Intensive work by the Women's Welfare Department through the centres should be with a view to educate the people and arouse enthusiasm amongst them so that they come forward to carry on the work through voluntary organizations. The Women's Welfare organizers in charge of the centres should have this objective in mind always. As soon as the local people in a village are in a position to carry on the activities themselves, the centre should be shifted to another village. One centre should not ordinarily be located in the same village for more than five years.

The Director of Women's Welfare, at the State level and the Assistant Women's Welfare Officer at the district level will be in over-all charge of the Women's Welfare activities in the Community Development/National Extension Service areas as well as other areas not covered by these programmes. They will supervise the work of the Grama Sevikas and the Social Education Organizers (Women) in the Community Development/National Extension Service areas.

The Assistant Women's Welfare Officers are given an advance of Rs. 300 to be used as a rolling capital to organize cottage industries and handicrafts amongst the women, to enable them to have a subsidiary occupation and supplement their income. These activities should be intensified and extended to Mauthar Sanghams oragnized in the Community Development Blocks also.

The scales of pay for Women's Welfare Organizers will be revised as Rs. 45—3—60—5—90 which is the scale applicable to Grade II Grama Sevikas. It is not desirable to have different scales

of pay for two categories of Government officials whose work is very similar. However, the existing incumbents will be allowed to draw the present scale of pay, i.e., Rs. 60—4—100.

At present, there are 34 centres in Community Development areas which will be taken over by the Community Development staff. The existing staff in the Women's Welfare Department except the Maternity Assistants will be transferred to new centres to be opened in villages outside the Community Development Blocks. The Director of Women's Welfare is requested to submit proposals for new centres in consultation with the Collectors of the districts. As and when Community Development Programme is extended to new areas, the centres falling within the area covered will be taken over by the Community Development staff and the Director of Women's Welfare should submit proposals for opening new centres in other areas.

(41)

MEMORANDUM No. 90066/RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 20TH AUGUST 1956.

[Community Development Programme—Monthly meeting of the Assistant Development Commissioners with the Joint Development Commsisioner during July 1956—Inspection work in Blocks—Instructions issued.]

[*Reference.*—From the Assistant Development Commissioners, dated 22nd June 1956].

The Assistant Development Commissioners are intended for the supervision of the field work and their inspections should be confined to field work only. Instructions are being issued separately that they need not do any surprise inspections of stores.

Their notes of inspection are meant to give an idea of the work being done in the block, to the Superior Officers. Their inspection should cover every aspect of the work under Community Development Programme in detail and the notes should contain a critical appraisal of the work under each head.

The notes of inspection may be sent to the Block Development Officer for carrying out the instructions given therein. Copies may be sent to Revenue Divisional Officers and Collectors for information and also to Government. If there are delays on the part of the Block Development Officers in correspondence and in carrying out instructions, the matter may be reported to the Collector of the district. Cases of chronic delays may be brought to the notice of the Joint Development Commissioner.

(42)

MEMORANDUM No. 35975-RDP-VII/56-9, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 25TH AUGUST 1956.

[Community Projects—South Kanara Area—Social Education Radio sets in the custody of Grama Sanghams, Community Hall Committees and Youth Clubs—Instructions regarding maintenance and servicing.]

[*Reference.*—From the Project Executive Officer, South Kanara, dated 9th March 1956, No. 626/56-B and from the Chief Engineer, Public Works Department (General), dated 10th August 1952, No. 25151-R-2/56, 12.]

The Project Executive Officer, South Kanara, is informed that Grama Sanghams and Community Hall Committees need not get themselves registered to be eligible for supply of radio sets by the State Broadcasting Department. The maintenance charges payable to that Department are always payable in advance. Such of the institutions which give an undertaking to have the sets maintained by the State Broadcasting Department should be persuaded to see that the charges are regularly paid.

The Project Executive Officer, South Kanara, is also informed that no grants should be made from Projects funds for supply of radio sets to youth clubs and women's clubs.

(43)

G.O. Ms. No. 3243, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH SEPTEMBER 1956.

[Community Development Projects—Establishment—Creation of four posts of District Social Education Officers for Madurai, Coimbatore, Malabar and South Kanara districts—Ordered.]

READ—the following papers :—

From the Government of India, Ministry of Education, dated 16th May 1955, No. F. 4-10/55-D-6.

From the Director of Public Instructions, dated 2nd July 1955, No. 677-M/55.

From the Director of Public Instructions, dated 3rd December 1955, No. Rc. 677 M.C. 10/55.

From the Government of India, dated 28th February 1956, No. F. 35-13/55-B2.

Order—No. 3243, Public (Rural Development Projects), dated 28th September 1956.

The Government of India have noticed the following two drawbacks in the existing set up of Social Education in the Community Project and National Extension Service areas :—

(1) that there is no integration of the work now being done in the development areas with the programmes of the Education Department; and

(2) that the non-development areas are almost entirely neglected.

With a view to remedy these defects, the Government of India have suggested that the State Government may appoint District Social Education Officers, having proper training in social education.

2. The Government are examining the general question of appointing a District Social Education Officer in each district and how the set up of social education should be organised in relation to the Education Department. Pending a decision on this general question, after the reorganization of the Education Department, the Government have decided, as a preliminary measure, to introduce District Social Education Officer in the districts of Madurai, Coimbatore, Malabar and South Kanara, where Community Projects have been working with a Chief Social Education Organiser in each Project. The four posts of the Chief Social Education Organizers will cease to exist on 1st October 1956, with the closure of the Project period and the reversion to National Extension Service Blocks on a permanent basis. The present holders of the posts of Chief Social Education Organizers will be appointed to the posts of District Social Education Officer.

Sanction is therefore accorded to the creation of four posts of District Social Education Officer from 1st October 1956 to 28th February 1957 in the scale of Rs. 230—30/2—260—40/2—500 plus the usual allowances for Madurai, Coimbatore, Malabar and South Kanara districts. The District Social Education Officer will supervise the work of Social Education Organizers in the Community Development and National Extension Service Blocks in the district and also attend to Social Education work in the non-development areas. They will be under the immediate control of the Assistant Development Commissioners concerned. While they will have jurisdiction over the districts mentioned above, they will also supervise the work of the Social Education Organizers in other districts, if so required by the Assistant Regional Development Commissioners. They will also work in close collaboration with the District Educational Officers. Their headquarters will be the same as the headquarters of the district concerned.

3. The expenditure will be debited to "63. B. Community Development Projects, National Extension Service and Local Development Works—(i) Community Development Projects (b) Project/Block headquarters pay of officers and allowances" and half the cost will be claimed from the Government of India.

4. Orders regarding the staff required for the District Social Education Organisers will be issued separately on receipt of detailed proposals in this regard from these officers.

5. The following notification will be published in the *Fort St George Gazette*.

NOTIFICATION.

I

Srimathi S. Soundaram, M.A., Chief Social Education Organizer, Lower Bhavani Project, Erode, is appointed to act temporarily as District Social Education Officer, Coimbatore district, with effect from 1st October 1956.

II

Sri A. P. Alagirisamy, B.A., B.L., Chief Social Education Organizer, Periyar Project, Gandhigram, is appointed to act temporarily as District Social Education Officer, Madurai district, with effect from 1st October 1956.

III

Sri N. Viswambaram, M.A., Chief Social Education Organizer, Malampuzha Project, Palghat, is appointed to act temporarily as District Social Education Officer, Malabar district, with effect from 1st October 1956.

IV

Kumari A. Visalakshi, M.A., Chief Social Education Organizer, South Kanara Project, Mangalore, is appointed to act temporarily as District Social Education Officer, South Kanara district, with effect from 1st October 1956.

(44)

MEMORANDUM No. 92863-RDP-VII/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 30TH OCTOBER 1956.

[Community Development Programme—Social Education—Work among women—Instructions.]

[*Reference.*—U.O. Note 74822-RDP-I/56-4, dated 24th July 1956.]

The work amongst women and children forms an essential part of the Social Education Programme in the Community Development areas. But this has not been receiving adequate attention largely because of lack of staff. However it should be possible to make a beginning with the staff available. In each block, there is a Social Education Organizer (Woman) and also two Grama Sevikas. If

their efforts are speard over the entire block they will not be able to devote adequate attention to any village and achieve results. Therefore, a few villages may be taken up in each block for intensive work among women and children. The items of work that can be done are enumerated in the social Education Manual (Job 5 of the Social Education Organizer).

Orders have been issued in G.O. Ms. No. 2786, Public (Rural Development Projects), dated 20th August 1956, transferring the branches of Women's Welfare Department in Community Development blocks in the control of the Community Development staff. New branches in non-community Development will be opened by the Women's Welfare Department. The work done by the Women's Welfare Department is confined to the village in which the branch is situated and one or two adjoining villages. Therefore, the women of the village in which the branch is situated would have been made fully aware of the work, since the organiser in charge of the branch is devoting all her time to work in the village only. Therefore, the Community Development staff will find it comparatively easy to carry on the work. These branches transferred from Women's Welfare Department will form the nucleus for intensive work amongst women and children in a small area comprising of the adjoining villages. The Grama Sevikas attached to the block, under the supervision and guidance of the Social Education Organizers and the Assistant Women's Welfare Officer should be able to implement the full programme of work amongst women as prescribed in the Social Education Manual. After a few days when the local women are in a position to carry on the work and the voluntary workers are forthcoming the Grama Sevikas may be shifted to other villages where they may organize activities among women. In this manner, it should be possible to cover the entire block in due course.

In National Extension Service blocks, there will be Women's Welfare Branches organized by the Women's Welfare Department. The National Extension Service staff should work in close collaboration with the organizer and extend the activities of the branch. Mathar Sanghams may be organized in the adjoining villages. The work of the Women's Welfare branch run by the Women's Welfare Department should be considered as preliminary intensive work which should enable National Extension Service staff to carry on the work without a full-time worker in the branch at the later stage when they take over the branch on conversion of the block as a community development block.

The Assistant Women's Welfare Officer and the Director of Women's Welfare have been placed in over all charge of the work amongst women in Community Development and National Extension Service areas also. Social Education Organizers and Grama Sevikas should work in close co-ordination with the Women's Welfare Department.

(45)

G.O. Ms. No. 4051, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 1st DECEMBER 1956.

[Planning Commission—State Social Welfare Advisory Board—Madras—Appointment of additional member—Ordered.]

READ—the following papers :—

G.O. Ms. No. 3298, Public (Rural Development Projects), dated 5th October 1956.

G.O. Ms. No. 3757, Public (Rural Development Projects), dated 7th November 1956.

From the Chairman, State Social Welfare Advisory Board, dated 19th October 1956, No. SSWAB/Mds.IGnl. 4453/56.

Order—No. 4051, *Public (Rural Development Projects), dated* 1st *December* 1956.

The Government direct that the Chief Inspector of Certified Schools, Madras, will be an ex-officio member of the State Social Welfare Advisory Board, Madras, from the date this order up to 5th October 1957 in addition to those mentioned in the Government Orders first and second read above.

(46)

G.O. Ms. No. 4131, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8th DECEMBER 1956.

[Community Development Programme—Social Education—Community Recreation Centres, Community Halls, Reading rooms, etc., put up with the assistance from the Community Development Funds—Maintenance after project period—Instructions—Issued.]

READ—the following papers :—

G.O. Ms. No. 1642, Public (Rural Development Projects), dated 20th May 1955.

From the Inspector of Local Boards, Madras, dated 3rd May 1956, L. Dis. 19850/56.

From the Collector of South Kanara, dated 6th June 1956, No. L. Dis. 13116/56.

Order—No. 4131, *Public (Rural Development Projects), dated* 8*th December* 1956.

A large number of community recreation centres, community halls, reading rooms, radio halls, etc., have been so far constructed in the Community Development areas with the assistance given

from Community Development funds. The Government have carefully examined the question of their maintenance after the Community Development Programme comes to a close and issue the following orders.

2. These buildings should be got entered in the register of buildings maintained in the Collector's and taluk offices. The question of handing over the buildings such as community recreation centres, community halls, etc., to panchayats or district boards or village development committees is left to the discretion of the Collectors of districts. The Collectors are instructed to decide each case on its own merits. However, they are requested to follow the order of preference given below :—

(1) Statutory village panchayats.

(2) District board where a local agency of the district board exists and where the district board is willing to undertake the responsibility of maintaining the building.

(3) Village development committees, grama sanghams or any suitable local organization.

3. The entrustment of the building is subject to the following conditions which should be accepted by the organization to which the building is entrusted. In the case of village panchayats or the district boards a suitable resolution should be obtained by the Collectors embodying the conditions to be imposed before the buildings are handed over. In other cases an agreement should be got executed by the concerned local organization, embodying those conditions :—

(1) The building should be kept in good condition and periodical repairs should be attended to.

(2) The building should be used for the purpose for which it was constructed.

(3) The building should not be based or let out to any outside agency.

(4) The building should be made available for all social education activities to all sections of the people.

(5) The building should not be used for any political activity.

(6) The building should be entered in the special register to be maintained in which the inspecting officers will note their remarks.

(7) The building should be made available for inspection at all times by the officers of the Revenue and Community Development Departments.

(8) The control of the building should be handed over to the Collector whenever so required by Collector.

4. The receipt of this order should be acknowledged.

(47)

MEMORANDUM No. 123942-(RDP-VII)/56-5, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 3RD JANUARY 1957.

[Community Development Programme—Social Education—Recommendations of the conference of Project Executive Officers and Block Development Officers held on 24th, 25th and 26th July 1956 at the Secretariat—Instructions—Issued.]

[*Reference.*—Memorandum No. 87748-RDP-IX/56-9, Public (Rural Development Projects), dated 7th September 1956.]

The Conference of Project Executive Officers and Block Development Officers held on 24th, 25th and 26th July 1956, *inter alia* made the following recommendations :—

(1) *Social Education Centres.*—The person in charge of the evening schools should not be in charge of Social Education Centres.

(2) *Social Education Centres.*—When the person in charge of Social Education Centre holds a literacy class also for the adult above 18 years he may be given a remuneration of Rs. 12 per month instead of Rs. 20 per quarter.

(3) *The women's clubs* should include the following activities in addition to the programme laid down in G.O. Ms. No. 1325, Public (Rural Development Projects), dated 21st April 1955 :—

(*a*) A model cooking centre to be attached to each Women's Club;

(*b*) cultural activities such as music, bhajana, etc., should be organized;

(*c*) encouragement of backyard cultivation and poulrty keeping, etc., among the village women;

(*d*) frequest gatherings of village women and talks on developmental activities; and

(*e*) literacy classes for illiterate women.

2. The Government after careful examination of the matter issue the following orders :—

Item (1) *in paragraph one above.*—There is no objection if the same person is placed in charge of Evening Classes and Social Education Centres provided he can find the necessary time.

Item (2) *in paragraph one above*—The remuneration of Rs. 20 per quarter fixed in G.O. Ms. No. 1325, Public (Rural Development Projects), dated 21st April 1955, is quite sufficient and there is no reason to enhance it.

Item (3) *in paragraph one above.*—The Block staff should organize the additional activities referred to in item (3) in paragraph one above to the *extent possible* in their blocks.

(48)

G.O. Ms. No. 71, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 7TH JANUARY 1957.

[Community Development Programme—Social Education—Officer at State level to organize community activity among village leaders and young farmers—Appointment—Ordered.]

READ—the following papers :—

From the Community Project Administration, Ministry of Community Development, dated 23rd July 1955, No. CPA/30 (70)/55-Prg.

From the Community Project Administration, Ministry of Community Development, dated 22nd November 1955, D.O. No. CPA/30 (70)/55-Prg.

Order—No. 71, *Public* (*Rural Development Projects*), *dated* 7*th January* 1957.

In the letter first read above the Community Project Administration, Government of India, suggested the appointment of an Officer at State level to organise community activity among village people in order to stimulate village leadership. They have also stated that the entire expenditure for the first-year will be borne by the Ford Foundation, two-thirds during the second, one-third during the third year and nil thereafter. The balance of expenditure during the second and third years will be met on a 50 : 50 basis by the Central and State Governments.

2. The Government have examined the suggestion of the Community Project Administration and accordingly sanction the employment of a Chief Organizer (Village Youth Leadership) on Rs. 230—20/2—310—30/2—400 per mensem, plus the usual dearness and travelling allowances admissible under the rules for a period of one year. Appointment to the post will be on contract. The Government will contribute towards his Provident Fund at the rate of one anna per rupee of the basic pay (Rs. 150) drawn by the incumbent prior to his appointment to the post.

3. The expenditure should be debited to a new sub-head of appropriation " 6. Training of Village Youth Leadership " to be opened under " 63. B. Community Development Project. National Extension Service and Local Development Works—(1) Community Development Project—Project/Block Headquarters ". The receipts from the Ford Foundation may be credited to LIA. Receipts on account of Community Development Projects, National Extension Service and Local Development Works—Community Development Projects—b. Other receipts.

4. The following notification will be published in the *Fort St. George Gazette* :—

NOTIFICATION.

Sri M. Ram Mohan, at present the Assistant State Organizing Commissioner of Bharat Scouts and Guides, is appointed as Chief Organizer (Village Youth Leadership) on contract for a period of one year.

(49)

MEMORANDUM No. 149981-RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 31st JANUARY 1957.

[Community Development Programme—Social Education—Selection of sites for the construction of Community Halls, Centres, etc.—Procedure to be adopted in disputed cases—Instructions issued.]

It has been suggested at the meeting of the members of the block advisory committees of Madurai, Ramanathapuram, Tirunelveli and Kanyakumari districts held in December 1956 that, if there is no agreement among two or more villages in the matter of selection of site for locating community hall, community recreation centre, etc., it will be better, if the Block Development Officer leaves the decisions to the Block Advisory Committee rather than himself taking up the responsibility of deciding upon the site.

The Block Advisory Committee is an advisory body and their views will no doubt be taken into consideration while arriving at a decision. Therefore ordinarily the Block Development Officer will be able to arrive at a decision in consultation with the Block Advisory Committee. If however, the Block Advisory Committee and the Block Development Officer cannot agree, the Block Development Officer may report the matter to the Collector whose decision will be final.

(50)

MEMORANDUM No. 123942-RDP.-VII/56-6, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 5th FEBRUARY 1957.

[Community Development Programme—Social Education—Programme for the Social Education Organizer—Recommendation of the Conference of Project Executive Officers and Block Development Officers held on 24th, 25th and 26th July 1956—Instructions issued.]

[*Reference.*—Memorandum No. 87748-RDP.-IX/56-9, Public (Rural Development Projects), dated 7th September 1956.]

At the Conference of Project Executive Officers and Block Development Officers held at the Secretariat during July 1956 the following suggestion was made :—

" Each Social Education Organizer should be required to visit all the villages in his area at least once in a quarter and *should maintain a village visiting roster* showing dates of visits to each village ".

2. The Government have carefully considered the matter and direct that Block Development Officers and all Extension Officers including Social Education Officers should visit all the villages in the block frequently and in any case at least once in a quarter. Each Block Development Officer/Executive Officer should maintain a village visiting roster in the *pro forma* below. (Separate page may be set apart for each village.)

Name of the village . . .

S. No.	Date of visit.	Work done.	Remarks.

3. The Revenue Divisional Officers and Assistant Development Commissioners, Madurai and Coimbatore, should scrutinize these registers during their visits to block areas and report to Collectors if the Block Development Officers and Executive Officers are not visiting villages regularly and maintaining contact with the people.

4. The Grama Sevaks also should maintain a similar register which should be scrutinized by the Block Development Officers.

[The Block Development Officers/Collectors may fix the period of rotation of visits for the Grama Sevaks with reference to local conditions.]

[Memo. No. 19451-RDP-VII|57-1, Public (Rural Development Projects), dated 26th February 1957.]

(51)

MEMORANDUM No. 17609-RDP-VII/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 23RD FEBRUARY 1957.

[Community Development Programme—Social Education—Slates manufactured by Megh Slate Factory Private, Limited—Commended for purchase.]

[*Reference.*—From the Business Manager, Megh Slate Factory Private, Limited, dated 9th February 1957, No. MG/MAS/(CD)/20915.

The Block Development Officers, the Project Executive Officers, the Principals, Extension Training Centres, Basic Agricultural Training Centres, and Chairman, State Social Welfare Advisory Board, are informed that the Megh Slate Factory (Private), Limited, Baramati, Poona, is manufacturing slated roll-up black-boards which will be useful as teaching aid in Social Education centres, evening schools and other similar institutions. The purchase of these boards is, therefore, commended for use in the blocks and training centres. The State Social Welfare Advisory Board is requested to issue necessary instructions to Welfare Extension Projects if such aids are required in the course of the work in Welfare Extension Projects.

(52)

MEMORANDUM No. 13409/RDP-I/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 30TH MARCH 1957.

[Community Development Programme—Monthly letter of Sri S. K. Dey, Minister of Community Development, Government of India—Extracts communicated.]

Extracts from the monthly serial letter No. 1/57, dated 4th February 1957, of Sri S. K. Dey, Minister of Community Development, Government of India, relating to the spreading of social education to people and his remarks relating to the Artist Creator are communicated to all Collectors and Block Development Officers for information and necessary action.

ENCLOSURE.

Extracts from monthly letter of Sri S. K. Dey, Minister of Community Development, Government of India.

* * * * *

We and our country.—I mentioned to you in my last letter that we should utilize the atmosphere thrown up by the forthcoming election for spreading social education among the people who are involved in our programme. As a happy coincidence, Prime Minister, I find has commended the same to all political workers, I promised to send you a small leaflet on the subject of our constitution and the implications of "Vote" in the democracy we are trying to build up. Our friend K. S. V. Raman, now the Chairman of the Public Service Commission in Bihar, came to my rescue. A leaflet "We and our country" is the outcome. This has been approved by the Election Commission. We have published 25,000 copies in English only, as there was little time left for local language translation. Sufficient copies have been sent out to the field so that a copy each will be available for distribution to all our workers in the field including the Gram Sevaks. The leaflet, as you will find, is an admirable sum-up on the subject, and should help everyone in understanding the meaning of election in all its bearings.

You may find it worthwhile to ask the Block Development Officers immediately on receipt of this letter to have a short conference at the Block headquarters with all his staff including the Gram Sevaks for a study of this leaflet. This organization has no concern as to whom the people vote for. But it has every concern to ensure that people do understand our constitution, the meaning of election and the vote they cast during the event. I would consider this to be an essential point in our approach to social education. The time is short. I do hope all the same, that you will be able to make the necessary arrangements to take care of this primary assignment.

* * * * *

The Artist Creator.—An artist, we know, is a free man who cannot afford to be branded in castes. The true artist is the born creator who pulsates with the rhythm of the cosmos. The young men and women who hail to join our flock, can be made to give of their best if only we can have equality with them. Your spot reaction to what I am driving at, may be that as an abstraction the theory is infallable, but in hard boiled life it does not work that way. I am prepared, my friend, to take a challenge upon myself and to give you one in turn. Next time you are out in the field, do give me a trial by sitting with your colleagues in the block including the Gram Sevaks on a common durree under the shade of a tree in the open, conduct your proceedings there after first having put everybody at rest, as regards your official posting *vis-a-vis* the others (mind you, this will not work within the compass of a room with the chairs and tables which are too closely associated in our mind with the legacies of the dead past), you will be amazed to discover the insight into our programme, nay even life

itself that a most unassuming Gram Sevak can reflect if only you succeed in having effaced your official position completely for the duration, and that way pull out the inner vitality of this low down functionary in our hierarchy which should ache for an expression as frantically as the man in you and me or for that matter in anyone. I send this prescription out because I know it is infallable. I have tried this out, and I continue to follow it as a regular routine. I know, many of you would have had similar experiences. Do commend this for a trial by our friends along the line.

(53)

MEMORANDUM No. 21787-RDP-VII/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 11TH APRIL 1957.

[Community Development Programme—Social Education and Women's Welfare Programmes—Duties of District Social Education Officers and Assistant Women's Welfare Officers—Defined—Instructions issued.]

[*Reference.*—(1) G.O. Ms. No. 2786, Public (Rural Development Projects), dated 20th August 1956, and (2) G.O. Ms. No. 3243, Public (Rural Development Projects), dated 28th September 1956.]

It has been ordered in paragraph 6 of the Government Order first cited that the Director of Women's Welfare at the State level and the Assistant Women's Welfare Officers at the district level will be in over-all charge of the women's welfare activities in the Community Development/National Extension Service areas as well as other areas not covered by these programmes and that they will supervise the work of the grama sevikas and Social Education Organisers (Women) in Community Development/National Extension Service areas. In the Government Order second cited orders have been issued that District Social Education Officers will supervise Social Education Organisers' work in their districts and in the other districts if required by Assistant Development Commissioners of Madurai and Coimbatore. Therefore in the districts where District Social Education Officers are working, it is found that there is overlapping and duplication of functions as both District Social Education Officers and Assistant Women's Welfare Officer supervise the work of Social Education Organisers (Women) and grama sevikas in regard to work among women and children.

2. The Government have carefully considered the matter and direct that the Assistant Women's Welfare Officers will supervise the Work of Social Education Organisers as far as it relates to work among women and children. District Social Education Officers will supervise the work of Social Educaion Organisers in all other fields except programmes for women and children.

(54)

MEMORANDUM No. 32827-RDP-VII/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND APRIL 1957.

[Community Development Programme—Social Education—Adult Education—Incurring of expenditure on Adult Schools in reverted National Extension Service Blocks—Instructions issued.]

[*Reference.*—(1) G.O. Ms. No. 3229, Public (Rural Development Projects), dated 27th September 1956, (2) Director of Public Instruction's Proceedings, dated 30th October 1956, Rc. No. 355, P & D/56, (3) Letter from the Collector of Tirunelveli, dated 28th December 1956, No. L. Dis. 30987/56 and (4) Letter from the Block Development Officer, Cheranmahadevi, dated 14th December 1956, No. D. 4. 4862/56.]

The Director of Public Instruction is informed that paragraph 6 of G.O. Ms. No. 3229, Public (Rural Development Projects), dated 27th September 1956, refers to expenditure which can be met from the allocation to the block, namely, Rs. 25,000 per annum for local works and Rs. 5,000 per annum for Social Education. Expenditure on adult education at the National Extension Service stage is met from the budget of the Education department and on the same analogy expenditure on adult education at the post-intensive stage will also be met from the Education Department budget in accordance with the orders issued in G.O. No. 1250, Education, dated 31st August 1954.

2. The Director of Public Instruction is therefore, requested to issue revised instructions modifying those in his proceedings second cited. However, expenditure incurred up to 31st March 1957 on Adult Education in the reverted National Extension Service blocks which has been debited already to the relevant subheads "63-B" need not be transferred to "37-Education".

(55)

G.O. No. 1533, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH MAY 1957.

[Community Development—Orientation Training of village school teachers—Scheme—Approved.]

READ—the following paper—

From the Ministry of Community Development, dated 19th January 1957, No. F-3 (47)/56-TG.

Order—No. 1533, Public (Rural Development Projects), dated 8th May 1957

The Ministry of Community Development have drawn up a scheme for the Orientation Training of village school teachers with

a view to enable the teachers to learn all facts of the Rural Development Programme, so as to enable them to function as Social Educators. The details of the scheme are enumerated in the letter read above (copy annexed).

2. The Government have decided to implement the scheme forwarded by the Ministry of Community Development for a period of four years from the year 1957–58. There will be one peripatetic team for this State which will undertake the actual training of village school teachers. Camps of one month's duration will be organized and the village school teachers should be invited to such camps. The peripatetic team will move from one camp to another. To begin with, the camps will be organized in each of the Community Development Blocks and the order in which the team will visit each block will be decided later.

3. Sanction is accorded to the creation of the following posts from the date of employment till 28th February 1958 for the peripatetic team referred to in paragraph 2 above :—

(1) One District Social Education Organizer (Training) (Gazetted) on Rs. 230—30/2—260—40/2—500 plus the usual allowances.

(2) One Social Education Organizer (Training) (non-Gazetted) on Rs. 90—3—120—5—200 plus the usual allowances.

(3) One typist on Rs. 45—90 plus the usual allowances.

(4) Two peons on Rs. 18—25 plus the usual allowances.

The headquarters of the team will be at Madras and the team will be attached to the office of the Assistant Development Commissioner (Training). The District Social Education Organizer (Training) and the Social Education Organizer (Training) will be treated as State Touring Officers. They are permitted to take a peon each during their visits to the various blocks.

4. The Assistant Development Commissioner (Training) will be in charge of implementing the training scheme for village school teachers and the peripatetic team will therefore work under the administrative control of the Assistant Development Commissioner (Training). He is empowered to control the expenditure on travelling allowance of the team and to countersign their travelling allowance bills.

5. The selection of teachers for training should be made by a Committee consisting of the Revenue Divisional Officer and the District Educational Officer of the area in which the block is situated and the Block Development Officer of the block. The Social Education Organizers of the block should be associated with this Committee. The Block Development Officer will also be responsible for selecting a suitable site and thinking out in detail all the necessary arrangements for the camp. He should also make preliminary arrangements for the purchase of camp equipment such as utensils, durees, etc. The Collectors are requested to issue suitable instructions to the Block Development Officers of

the Community Development Blocks in their districts to constitute Committees for the selection of teachers, to select suitable sites for the camp and to make all preliminary arrangements that may be necessary for the conduct of the camp.

6. The scheme is undertaken with the assistance of the Ford Foundation and the Government of India would bear all non-recurring expenditure and also recurring expenditure on the salaries, travelling allowance and daily allowance of the peripatetic team. The messing charges as well as other contingent expenditure for running the camp will also be met by the Government of India. The actual cost of the journeys of the teachers from their schools to the site of the camps and back will be paid under the scheme, if no transport is provided. The pay and allowances of the teachers who join the camp as trainees, for the training period should, however, be met by the management under which they are employed at present. The sundry minor expenditure, that may have to be incurred by the block, should be met from the block budget. The expenditure on the entire scheme should therefore be met initially by the State Government and later reimbursed by the Government of India to the extent necessary. The expenditure on the scheme should be debited to a new sub-head of appropriation " 3—Orientation training of Village School Teachers " to be opened under " 63. B. Community Development Projects, National Extension Service and Local Development Works—(i) Community Development Projects—Social Education " with the following detailed heads :—

(1) Pay of officer.

(2) Pay of establishment.

(3) Allowances.

(4) Office contingencies.

(5) Other charges.

(6) Equipment.

The receipts from the Government of India should be credited to " L.I.A. Receipts on account of Community Development Projects, National Extension Service and Local Development Works—Community Development Projects—b. Other receipts."

7. The Assistant Development Commissioner (Training) is requested to select suitable Community Development Blocks, one in each district for implementing the scheme beginning from the current year (1957–58) in consultation with the District Social Education Organizer (Training) and to submit a report to Government regarding the steps taken for implementing the scheme.

ANNEXURE.

Letter from Sri F. MANKODI, Deputy Secretary to the Government of India, Ministry of Community Development, New Delhi, to the Development Commissioners of all State Governments, dated 19th January 1957, No. F. 3 (47)|56-TG.

[Orientation Training of Village School Teachers.]

The Simla Conference of Development Commissioners' recommended that—

"It is the Village Teacher alone from whom the various activities could radiate at the village level. It is, therefore, essential that his training in the various facets of rural development should form a very important activity in our programme. Arrangements should be made for every school teacher in the Block to go through a short-term training course."

2. The matter was further examined by a Committee on 19th January 1956, and a tentative pattern of this proposed activity was drawn up.

3. After further considering the matter, it has now been decided to implement this scheme from the financial year 1957-58 for the remaining four years of the Second Five-Year Plan. As some preliminary action would be necessary in each of the States prior to the actual commencement of this programme, the nature and size of the scheme is indicated in this letter together with the steps necessary to be taken now.

I. Nature of the scheme.—(1) Each State will have at least one peripatetic the rank of District Social Education Organizer or Chief Social Education team consisting of two trainers (instead of three originally visualized)—one of Organizer and the other of the rank of Social Education Organizer. It is, however, not the intention that the recruitment should be restricted to Social Education personnel only; other functionaries from among the field staff working in the various Blocks, such as Block Development Officers or competent teachers in the Education Department, who may have experience of rural work, could be considered. The pay and allowances which such persons are drawing would be payable to them from this scheme and travelling allowance and daily allowance as admissible under the State rules, would also be payable to them.

(2) The trainers thus selected by the State Governments would be given a short term training, to be arranged by this Ministry, as to how they are to conduct this programme.

(3) This term would undertake the actual training of the village school teachers. For this, training camps will be organized of one month's duration, the same training team moving from one camp to another. It is envisaged that in a year, at least eight camps would be held by one peripatetic party.

(4) The school teachers to be invited to such camps would be the primary school teacher to take up the functions of a Village Level Worker but to equip the States. They are to be selected at the rate of 4 to 5 teachers per every Village Level Workers' Circle, and on the assumption of an average of 10 Village Level Works per block, the number of teachers to be taken from Community Development Block would be 40 to 50. If there are less than ten Village Level Workers Circles in any Block, it would be open to the State Government, to have some teachers from an adjoining Community Development Block, so as to make up the strength of each camp to at least 50 teachers. In the selection of teachers, a few points will have to be borne in mind:—

(*a*) The teacher being sent out for this Orientation Training should be one who is enthusiastic about rural work and, given an opportunity, can play his role well. Very elderly persons, who are not likely to prove responsive enough, need not be selected for the purpose.

(*b*) The teachers should be selected preferably from multi-teacher schools, so that the working of the school is not dislocated.

(*c*) At present it will not be possible to make separate arrangements for women teachers at all the training camps, at best it will be possible to arrange for such separate camps only at a few places and, therefore, only a few States could have pilot training teams for women. This could be best attempted in the three States which may be given two training terms each, i.e., Bombay, Madhya Pradesh and Uttar Pradesh. They alone should select the necessary number of women teachers for the training and also the trainers for the pilot teams.

(5) The camps would be located preferably in each of the Community Development Blocks whose teachers are to be trained at the camp, but if it is not possible to find a suitable place where such a camp can be held in any Community Development Block, there would be no objection to have such a camp in the nearest other Block, where such a place exists. It is obvious that to have a healthy radiational effect of such a camp, it would be preferable to have a camp in each Block, as far as possible. Such a camp may be in any suitable buildings, whether of school or of some other institutions, but no funds are expected to be provided for renting accommodation.

The period that a teacher attends the camp would be treated as a period on duty for purposes of his pay and allowances. Provisions is made in the scheme to grant them reasonable messing charges, etc., and this is expected to be about Rs. 40 per month all told. The actual cost of the journey of the teachers from their schools to the site of the camps and back would also be paid under the scheme, if Government transport is not provided by those organizing the camp.

(6) The selection of the camp site and making sanitary, lighting, water and other necessary arrangements would be made by the concerned Block Officer in whose jurisdiction the camp is to be located. Reasonable financial provision is being made under the scheme to equip each Block headquarters with necessary cooking and drinking water, utensils, gas lamps, lanterns, slates, first-aid boxes, medical chest, durees, etc., which would be utilized for these camps and future similar camps. The Block staff of that particular Block would also associate themselves to the maximum extent with the training and activities of the camp while the peripatetic party conducting the actual training. For this purpose the Block staff should meet beforehand to decide what role they can play in the training course and then meet training team on the first day of the course to discuss the special assignments they could take up during the course. Having once seen how the training is being imparted, it will be for the Block staff to organize future camps of a similar nature and to impart similar training and refresher training.

(7) The intention of the Orientation Training is not to prepare the school teacher to take up the functions of a Village Level Worker but to equip him with information and knowledge as will create in him an outlook which will enable him to prepare the people, and particularly the youth of the village, to play their role, with understanding, in the development of the village. It should be possible for him to do this without detriment to his principal function of teaching the village children. Moreover, the teacher will be expected to integrate the new knowledge and skills acquired by him in the training course in his actual school work also; making it more realistic and related to rural needs. The State Education Departments should issue suitable instructions for the guidance of the teachers in this connexion. The subjects to be included in such a training would be—

(*a*) Citizenship.

(*b*) Five-Year Plan and Community Development Programme.

(*c*) Aims and objectives of Community Development.

(*d*) Development activities in a village with particular emphasis on Co-operation, Panchayats and Public Health and Village Industries.

(*e*) Social education activities in the village technique of teaching adults.

(*f*) Recreational and cultural activities in the villages.

(*g*) Youth Organization.

(*h*) Women activities.

(*i*) Children's activities.

(*j*) Community centres.

(*k*) Organization of youth camps and village leader camps.

(*l*) Scouting and first-aid.

Any allied topic which may make this training fuller, could also be added to this list.

(8) Various audio-visual aids would have to be employed during the training at these camps. The resources of the Block in the matter of cinema projectors, film-strip projects, musical instruments, etc., are to be utilized and

the Block Officer would make them available for the purpose together with the staff to operate them. In case, any Block has got these resources, than those from the adjoining Block have to be borrowed. Financial provision is, however, made for certain special types of training aids, which would be made available to the peripatetic trainers team and which will move with them from Block to Block for the whole duration of this scheme.

(9) This scheme is being undertaken with the assistance of the Ford Foundation; and Government of India would bear all non-recurring expenditure and also recurring expenditure on the salaries of trainers, their travelling allowance and daily allowance and messing charges as well as other contingent expenditure for running the camp. The State Government would thus not have to meet any direct expenditure except that they will continue to pay the salaries and allowance of the teachers who join the camp as trainees. The sundry minor expenditure that may have to be incurred by the Block will have to be met from the Block budget.

II. Size of the scheme.—(1) It is intended to have at least one peripatetic team for each of the fourteen States. The question of providing an additional team for the three big-sized States of Uttar Pradesh, Bombay and Madhya Pradesh is under consideration, and these States may proceed to make their selection of trainers and other arrangements on the assumption of getting two teams. Regarding the Centrally administered areas, it is intended to link them up with the neighbouring State having the same regional language. They may, therefore, proceed to make selection of the trainee teachers and not of the peripatetic party.

(2) By the end of the Second Five-Year Plan, there would be about 1,800 intensive Development Blocks in operation of which some would have completed their intensive period. It is intended that each of these should ultimately come under the operation of this programme. The present size of the scheme, however, admits of dealing with only the existing number of Community Development Blocks, i.e., about 600.

III. Steps to be taken.—The following steps have to be taken by the State Governments during the current financial year, and would not entail any expenditure:—

(1) The Development Commissioner and the Director of Education may form themselves into a Committee, co-opting a third suitable person to select the persons who will be suitable for forming the peripatetic team for the State. For this purpose, it is desirable to have a panel of names, so that in the event of any particular person not being available, he can be replaced by another suitable person from the panel. This may be necessary from another point of view also. The scheme being of four to five years duration, it may perhaps not be possible for any single individual to be permanently on the move and hence, if a panel is prepared, it may be possible for the Development Commissioner of the State to arrange a kind of relay. The names and other particulars of the selected persons may be sent to this Ministry by the middle of February 1957. The pro forma in which these particulars may be furnished is enclosed (Appendix).

The names given in the pro forma should be arranged in order of preference.

(2) The selection of the Blocks where this scheme should be extended may also be made and the order in which the team may go from Block to Block may also be fixed.

(3) Selection of trainee teachers from those Blocks may also be made. Here again, 50 per cent additional number of teachers should be kept on the panel, so as to provide for necessary replacements. These lists need not be sent here but may be kept available in the office of the Development Commissioner. The selection of trainee-teachers may be made by a Committee consisting of the Subdivisional Officer of the area in which the Block is situated, the Block Officer of the Block concerned and a representative of the Education Department at the subdivisional level or district level, as the case may be. The Subdivisional Officer will be the Chairman of the Committee. The two Social Education Organizers (Man and Woman) of the Block concerned may also be associated with this Committee.

(4) The Block Officer of the Block concerned should be made responsible for selecting suitable site and thinking out in detail all the necessary arrangements for the camp. He should also make preliminary arrangements for purchasing quickly when the time for it comes, the necessary camp equipment mentioned above, such as utensils, durees, etc. The actual purchase, however, has to be made in the next financial year after funds have been sanctioned for the purpose.

(5) The list of training aids for the use of the peripatetic team will be sent in due course with information regarding their source of supply.

(6) The Development Commissioner or his deputy should make it a point to spend a day or two in each of the camps so as to give the camp a certain level of outlook and approach which are so essential in this training. Their observations on the actual conduct of the camp and their suggestions for its improvement would be very helpful in organizing future camps in the State. They may convey necessary instruction to the peripatetic party directly and endorse a copy to this Ministry, so that any valuable suggestion may be intimated to other States.

Actual details of the break-up of the total expenditure which will be met by the Government of India will be indicated in due course, in any case, well before the actual commencement of the programme.

If you have any suggestions in regard to this scheme, these may kindly be sent to this Ministry not later than the 10th February 1957.

APPENDIX.

Serial number.	Name.	Educational qualifications.	Experience in detail.	Posts held		Remarks.
				Nature of exact work.	Place of work.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

NOTE.—Against the name of the place of work, the letter 'R' or 'U' should be written to indicate whether that place was Rural or Urban. For purposes of this pro forma, places with a population of 2,000 or less may be treated as *Rural* and those above 2,000 *Urban.*

(56)

MEMORANDUM No. 17289, PUBLIC (RDP-VII)/53-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 5TH JUNE 1957.

[Community Development Programme—Social Education—Reverted National Extension Service Blocks—Incurring of expenditure—Clarification—Issued.]

[*Reference.*—(1) G.O. Ms. No. 3241, Public (Rural Development Projects), dated 28th September 1956 and (2) Letter from the (2) Letter from the District Social Education Officer, Gandhigram, Coimbatore, dated 6th February 1957, No. Nil.]

In the letter second cited, the District Social Education Officer, Coimbatore, has requested permission to utilise the provision under Social Education in the reverted National Extension Service

Blocks for grants for re-opening the new centres such as young farmers clubs, youth clubs, information centres, etc., after making provision for the items of recurring expenditure enumerated in the annexure to G.O. Ms. No. 1325, Public (Rural Development Projects), dated 31st April 1955.

2. The District Social Education Officer, Coimbatore, is informed that the provision of Rs. 5,000 allotted for Social Education is intended only to provide nucleus funds to keep the tempo of activity in the reverted National Extension Service Blocks, and it cannot be utilized for the purchase of equipment of any kind. The provision is only for meeting recurring expenditure.

3. She is, therefore, informed that while there is no objection to organizing new centres of the type contemplated in G.O. No. 1325, Public (Rural Development Projects), dated 21st April 1955, no building or equipment grant may be made and the grant from block funds will be limited to those permitted for recurring expenditure.

(57)

MEMORANDUM No. 49445, PUBLIC (RDP-VII)/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 19TH JUNE 1957.

[Community Development—National Extension Service—Local Development Work—Programme—Education—School building works—Incurring of petty supervision charges—Instructions—Issued.]

[*Reference.*—(1) Memorandum No. 1651, Public (Rural Development Projects)-I/55-2, dated 24th March 1955, (2) G.O. Ms. No. 1594, Public (Rural Development Projects), dated 16th May 1955, (3) G.O. Ms. No. 3321, Public (Rural Development Projects), dated 8th October 1956, (4) Memorandum No. 14603 (RDP-VII) 57-2, dated 1st June 1957 and (5) Letter from the Collector of Tanjore, dated 8th May 1957, No. 16751/57 K1.]

The Collector of Tanjore is informed that the expenditure from Government funds including petty supervision charges should not exceed the ceiling fixed for various categories of works.

2. The attention of the Collector of Tanjore is invited to the orders in the Government Order third cited fixing the limit for expenditure towards petty supervision charges at 2 per cent of the value of the executed work.

(58)

MEMORANDUM No. 61000, RDP-VII/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 21ST JUNE 1957.

[Community Development Programme—Social Education—Tiruchirappalli district—Perambalur Block—Arumbavoor village—Construction of Community hall.]

[*Reference.*—Letter from the Collector of Tiruchirappalli, dated 6th June 1957, Rc. No. R2/14160/57.]

With reference to the request contained in the letter cited, the Collector of Tiruchirappalli informed that the building is meant for the community recreation centre and locating the office of the Panchayat in the building may lead to difficulties in the use of the building for the purpose for which it was constructed. As a general rule it is not desirable to permit panchayats to locate their offices in the community recreation centre building. If the building proposed can accommodate the office of the Panchayat without determent to the activities of the Centre, there is obviously no need for such a large building for the community recreation centre. The panchayats may construct a smaller building for the community recreation centre and a separate block for its office. In any case the office and the community recreation centre should be distinct and separate, even if located in the same building.

(59)

G.O. Ms. No. 2000, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 27TH JUNE 1957.

[Community Development—Orientation Training of Village School Teachers—Expenditure—Sanctioned.]

READ—the following papers :—

G.O. Ms. No. 1533, Public (Rural Development Projects), dated 8th May 1957.

From the Ministry of Community Development, dated 4th May 1957, No. 4(5)/57-TG.

Order—No. 2000, Public (Rural Development Projects), dated 27th June 1957.

In the Government Order read above the Government have approved the scheme, for the Orientation Training of Village School Teachers, with a view to enable them to learn all facts of the Rural Development Programme, so as to enable them to

function as Social Educators. According to the above scheme, one peripatetic team consisting of one District Social Education Officer (Training) and one Social Education Organizer (Training) will undertake the actual training of Village School Teachers. Camps of one months' duration will be organized and the Village School teachers will be invited to the camps. There will be eight such camps per year. The Assistant Development Commissioner (Training) will be in charge of implementing the scheme.

2. The Ministry of Community Development, Government of India, have conveyed the sanction of the President to the incurring of an expenditure not exceeding Rs. 45,000 (rupees forty-five thousand only) by the State Government per peripatetic team for organizing camps of Village School Teachers during the financial year 1957–58. The details of the recurring and non-recurring expenditure are indicated in the Annexure to this order. Orders regarding the accounting procedure to be followed have already been issued in paragraph 6 of the Government Order cited.

3. In continuation of the orders issued in the Government Order read above, sanction is accorded to an expenditure not exceeding Rs. 45,000 (rupees forty-five thousand only) as detailed in the Annexure to this order.

4. The Assistant Development Commissioner (Training) is requested to take immediate steps for implementing the scheme and to submit the report called for in paragraph 7 of the Government Order read above at an early date.

5. The Assistant Development Commissioner (Training) is also requested to submit to Government every month a statement of expenditure incurred and debited to the head " 63.B—Community Development Projects and National Extension Service—Local Development (i) Community Development Projects—Social Education—3. Orientation Training of Village School Teachers " as shown below :—

Pay of Officer		Pay of Establishment.		Allowance.	
Vr. Number and date.	Amount.	Vr. Number and date.	Amount.	Vr. Number and date.	Amount.
(1)	(2)	(3)	(4)	(5)	(6)

Office Contingencies.		Other charges.		Equipment.		Total.
Vr. Number and date.	Amount.	Vr. Number and date.	Amount.	Vr. Number and date.	Amount.	
(7)	(8)	(9)	(10)	(11)	(12)	(13)

Total expenditure for the month.

The statement should reach the Government on the 15th of the succeeding month to the month to which the accounts relate.

ANNEXURE.

	RS.	RS.
1 Non-Recurring—		
Training Aids	5,000	5,000
2 (*a*) Recurring per team per year—		
(i) Salaries, Travelling Allowance and Daily Allowance of peripatetic team.	12,000	..
(ii) Transport charges	2,400	..
(iii) Contingencies	1,600	..
Total ..	16,000	16,000
(*b*) Recurring per camp—		
(i) Maintenance of 50 teachers at Rs. 40 per month per teacher.	2,000	..
(ii) Equipment for each training camp	1,000	..
	3,000	24,000
Grand total ..	..	45,00

NOTES.—(1) A provision of Rs. 5,000 is to be utilized for purchase of training aids, a list of which will be sent Shortly. These articles will be kept by the team for use from camp to camp. They will be entered in stock register at State Headquarters.

(2) An amount up to Rs. 16,000 has been provided to meet the expenditure on salaries, travelling allowance and daily allowance of the members of the peripatetic teams, transport charges of team and equipment, actual transport charges of the teachers to and fro the camp and contingent expenditure.

(3) An amount up to Rs. 2,000 has been provided for maintenance of expenditure in respect of 50 teachers in each camp at the rate of Rs. 40 per month per teacher.

(4) An amount up to Rs. 1,000 has been provided for purchase of equipment, [drinking water, cooking utensils, gas lamps (4), lanterns (24), slates (150), set of adult literacy charts and books (6), first aid box (1), medical chest and four big durries]. This equipment will remain permanently with the Block Authorities and will be brought on the stock register of the Block Headquarters for use by the peripatetic team at the camp for the village school teachers and for similar other camps to be held subsequently.

(60)

G.O. Ms. No. 2155, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 15TH JULY 1957.

[Community Development Programme—Community Development and National Extension Service Schemes—Social Education —Construction of Community Halls, Community Recreation Centres, reading rooms, etc.—Building grant—Sanctioned.]

READ—the following papers :—

G.O. Ms. No. 3514, Public (Rural Development Projects), dated 21st November 1955.

G.O. Ms. No. 1778, Public (Rural Development Projects), dated 17th May 1956.

Order—No. 2155, Public (Rural Development Projects), dated 15th July 1957.

In modification of the orders issued in the Government Order second cited the Government hereby direct that a grant not exceeding Rs. 2,000 (rupees two thousand only) or 50 per cent of

the cost whichever is less may be sanctioned towards the construction of community halls, community recreation centres, reading centres, reading rooms, etc., under Community Development/National Extension Service/Local Development Programme limitation that only one such grant may be sanctioned for a village (hamlet).

(61)

G.O. Ms. No. 2160, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 15TH JULY 1957.

[Community Development Programme and Women's Welfare—Women's Welfare Centres—Taken over by Community Development Staff—Consequential arrangements—Instructions—Issued.]

READ—the following papers :—

G.O. Ms. No. 1243, Public (Rural Development Projects), dated 6th April 1957.

Letter from the Block Development Officer, Tirumangalam, dated 7th May 1957, No. Reference 1953/57-A.

Order—No. 2160, Public (Rural Development Projects), dated 15th July 1957.

In the letter second cited the Block Development Officer, Tirumangalam, has requested permission—

(1) To start two more Mathar Sanghams in his block in excess of four fixed in G.O. Ms. No. 1325, Public (Rural Development Projects), dated 21st April 1955 as it is laid down in paragraph 3 of the Government Order first cited that the activities of women's welfare centres located in Community Development areas should be taken over by the Community Development staff.

(2) To regularise the appointment of 2 more Maternity Assistants transferred from women's welfare centres in order to absorb them in the block staff. He has also requested clarification as to whether the Medical Officer in charge of the Primary Health Centres is to supervise the two maternity centres handed over by the Women's Welfare Department.

2. The Government have carefully examined the matter and direct that, whenever the number of Mathar Sanghams exceeds the ceilings fixed in G.O. Ms. No. 1325, Public (Rural Development Projects), dated 21st April 1955, consequent on the transfer of women's welfare centres to the Community Development staff, the Block Development Officers need not obtain the orders of the Government. The ceiling fixed will be relaxed to the extent necessary to the continuance of all the existing centres started under Community Development Programme and Women's Welfare Department. However new centres should not be opened if the targets fixed have been reached.

3. The Government also direct that the Maternity Assistants of the women's welfare centres should be absorbed as part of the Block staff and paid from the block budget even if the limit of 4 per block is exceeded. The limit of 4 per block laid down in G.O. Ms. No. 3019, Public, dated 28th September 1955 will be relaxed to permit continuance of the existing maternity assistants. However if the number of maternity assistants appointed under Community Development Programme and Womens Welfare Department exceed four. No new appointments should be made. If however, the number of Maternity Assistants are found to be excess of the requirements the Collector may retrench the additional posts and transfer the incumbentants to other blocks where vacancies exist. The Maternity Centres taken over by the Community Development Staff from Women's Welfare Department form a part of the work of the block and should be supervised by the Medical Officers attached to the Primary Health Centres in the blocks.

(62)

MEMORANDUM No. 574897-RDP-VIII/57-3 PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND JULY 1957.

[Community Development—Orientation Training of Village School Teachers—Programme of works to be taken up during 1957-58 —Proposals—Approved.]

[*Reference.*—G.O. Ms. No. 1533, Public, dated 8th May 1957 and letter from the Assistant Development Commissioner (Training), dated 17th June 1957 and 1st July 1957, No. 4630/57-E.]

The Government accept the proposals of the Assistant Development Commissioner (Training) to conduct camps for Orientation Training of village school teachers as detailed in the Annexure to this Memorandum for the year 1957–58. The Assistant Development Commissioner (Training) is permitted to conduct the camps with a strength varying up to 65 teachers in each camp, within the total provision of Rs. 24,000 made in paragraph 2 (*b*) in the annexure to G.O. Ms. No. 2000, Public, dated 27th June 1957, subject to the condition that the cost of equipment for each camp shall not exceed Rs. 1,000. The actual date of commencement of the camps will be decided by the Assistant Development Commissioner (Training).

2. The attention of the Collectors concerned is invited to paragraph 5 of the Government Order cited and they are requested to issue suitable instructions to the Revenue Divisional Officer, District Educational Officer and the Block Development Officers concerned for constituting a committee for the selection of village school teachers for the Orientation Training.

3. The attention of the Director of Public Instruction is also invited to paragraph 5 of the Government Order cited and he is requested to instruct the District Educational Officers concerned

to serve on the committing for the selection of village school teachers and to arrange for deputing the selected teachers for Orientation Training.

ANNEXURE.

Place of camp and district. (1)	*Blocks which would be covered by the camp.* (2)	*Period during which camp will be held.* (3)
Tiruvannamalai, North Arcot district.	Tiruvannamalai and Kalasapakkam, North Arcot district. Panruti (South Arcot district).	July fourth week to August fourth week.
Srivilliputtur, Ramanathapuram district.	Sankarankoil and Kuruvikulam (Tirunelveli district). Sivakasi and Srivilliputhur, Ramanathapuram district.	September first week to October first week.
Athur, Salem district.	Athur and Krishnagiri, Salem district. Perambalur (Tiruchirappalli district).	October third week to November third week.
Palladam, Coimbatore district.	Karur (Tiruchirappalli district). Palladam (Coimbatore district). Ootacamund (Nilgiris district).	December first week to January first week.
Vedaranyam, Tanjore district.	Usilampatti (Madurai district). Vedaranyam and Tiruthuraipoondi (Tanjore district).	January third week to February third week.
Tiruvallur, Chingleput district.	Tiruvallur and Kadambathur (Chingleput district).	March first week to April first week.

(63)

MEMORANDUM No. 78709-RDP-VII/57-2 PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 25TH AUGUST 1957.

[Community Development Programme—Women's Welfare—Women's Welfare Centres transferred from Women's Welfare Department—Incurring of expenditure—Clarifications—Issued.]

[*Reference.*—(1) Letter from the Block Development Officer, Tiruthuraipoondi, dated 7th May 1957, No. 1654/56-B and (2) Letter from the Collector of Tanjore, dated 18th July 1957, No. 27330/57 K8.]

The Block Development Officer, Tiruthuraipoondi, in the letter first cited enquired whether the two women's welfare centres at Alathambadi and Manakudi transferred to the Community Development block from the Women's Welfare Department may continue to be housed in rented buildings in the absence of a suitable building to locate them and whether expenditure in running these Centres may be met from the Funds allocatted for " Social Education ". He has also stated that he has posted the two grama sevikas to be in full charge of the two women's welfare centres.

2. The attention of the Block Development Officer, Tiruthuraipoondi, is invited to paragraph 3 of G.O. Ms. No. 2786, Public (Rural Development Projects), dated 20th August 1956, according to which women's welfare work in Community Development blocks will be carried on solely by Mather Sanghams organized with the help of the voluntary workers and these sanghams should work within the framework of G.O. Ms. No. 1325, Public (Rural Development Projects), dated 21st April 1955. Whenever women's welfare centres have been functioning, Mathar sanghams should be opened and the women's welfare work carried on with the help of these sanghams. Incidental expenses like rent, etc., should be met from the provision of Rs. 60 (rupees sixty only) set apart per annum for the purpose in G.O. No. 1325, Public (Rural Development Projects), dated 21st April 1955.

The grama sevikas need not be posted to these sanghams to the detriment of their normal work but that they may be employed only to supervise and guide the work of the sanghams as laid down in G.O. Ms. No. 2786, Public (Rural Development Projects), dated 20th August 1956.

(64)

MEMORANDUM No. 13365-RDP-VII/57-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH SEPTEMBER 1957.

[Community Development Projects—Social Education—Village Leaders Camps—New Scheme of "Subject Matter Village Leaders' Camps"—Conduct of—Preliminary instructions—Issued.]

[*Reference*.—G.O. Ms. No. 1236, Public, dated 11th April 1955.]

The Block Development Officers are informed that the Government are considering a proposal for the conduct of the following "Subject Matter Village Leaders' Camps":—

(1) *Agriculture group*.—(Comprising of Agriculture, Animal Husbandry and Minor Irrigation.)

(2) *Industries group*.—(Comprising of Village Industries and Rural Housing.)

(3) *Education group*.—(Comprising of Education, Social Education, Public Health and Sanitation.)

(4) *Village institution group*.—(Comprising of Panchayats, Co-operation and Village Communication.)

(5) *Women's programme*.—(Detailed instructions in the matter will be issued shortly.)

2. Pending the issue of specific orders on the subject the Block Development Officers are informed that in future no Village Leaders' Camps of the old type approved in G.O. No. 1236, Public (Rural Development Projects), dated 11th April 1955, should be organized in the blocks. In their place the new type of " Subject Matter " camps should be conducted in accordance with the orders which are being issued separately. The " Subject Matter " camps should be conducted without committing the Government to any expenditure as far as possible, the expenses being met generally from local resources. The provision made in the Block budget for Village Leaders Camps (Seminars of Village Leaders), viz., Rs. 1,500 should be utilized only in unavoidable and very pressing circumstances for all the camps in the Block and the ceiling should never be exceeded.

3. The Block Development Officers are also requested to furnish the following particulars to Government immediately :—

(i) the allotments they have made in their integrated plan for such camps,

(ii) how much has been spent, and

(iii) the balance if any under the allotment.

4. The reports containing the particulars should be sent to the Joint Development Commissioner and copies of the same should be sent to the Collectors concerned, the Assistant Development Commissioners (Training), and the Regional Assistant Development Commissioners.

(65)

MEMORANDUM No. 13365-RDP-VII/57-5, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH SEPTEMBER 1957.

[Community Development Programme—Social Education—Village Leaders' Camps—Role of the Chief Organizer (Village Youth Leadership) and Block Development Officers—Instructions—Issued.]

[*Reference.*—G.O. Ms. No. 2643, Public (Rural Development Projects), dated 10th September 1957.]

Orders have been separately issued laying down the duties of the Chief Organizer (Village Youth Leadership), generally. It need not however be stressed that the most important function of the Chief Organizer is the organization of the Village Leadership. The other functions are incidental to this function. It has, therefore, been decided that the Chief Organizer, Village Youth Leadership, Madras, should mainly concentrate during the next three months on the successful conduct of the new pattern of Village Leaders " Subject Matter " Camps to be organized by the Block

Development Officers in the blocks from October 1957 onwards. He should give necessary direction and help to the Block Development Officers and Social Education Organizers in running these camps. During this period of three months the Chief Organiser should tour all the districts and organise a few camps in each.

2. The Block Development Officers should send a detailed "Monthly" report to the Assistant Development Commissioner (Training), Madras, with copy to the Revenue Divisional Officer and the Collector regarding the camps conducted in the blocks by the 15th of the succeeding month. The Assistant Development Commissioner (Training) should get the reports consolidated by the Chief Organizer (Village Youth Leadership) and send the consolidated report to Government by the 25th of the month. The report should contain a review of the camps conducted in the previous month and the views of the Chief Organizer (Village Youth Leadership) and the Assistant Development Commissioner (Training) about the success of the camps conducted.

(66)

G.O. Ms. No. 2643, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH SEPTEMBER 1957.

[Community Development Programme—Social Education—Chief Organizer (Village Youth Leadership), Madras—Functions and duties—Defined.]

READ—the following papers :—

G.O. Ms. No. 71, Public (Rural Revelopment Projects), dated 7th January 1957.

Letter from the Chief Organizer, Village Youth Leadership, Madras-1, datd 9th May 1957, No. 4/57.

Order—No. 2643, *Public (Rural Development Projects), dated* 10*th September* 1957.

The Chief Organizer (Village Youth Leadership), Madras, has submitted certain proposals in the letter second cited for implementing a concrete youth programme in the Development Blocks of this State and to draw up a definite programme of work for him and has requested the Government to approve it.

2. The Government have carefully examined the proposals and pass the following orders :—

(i) The Chief Organizer (Village Youth Leadership) should under the overall supervision of the Assistant Development Commissioner (Training) organize and conduct all training programmes connected with village youth. (For example youth clubs, young farmers' clubs, scouting, single purpose clubs, social service leagues, etc.).

(ii) The Social Education Organizers who are in charge of the organization of all training camps, youth activities, etc., in the blocks, will be guided and instructed by the Chief Organizer, (Village Youth Leadership), in such matters.

(iii) The Chief Organizer (Village Youth Leadership), Madras, during his tours should visit the blocks and inspect the programmes connected with (1) village leaders' training camps, (2) young farmers' clubs, (3) social education centres, (4) community recreation centres and (5) all other activities concerning village youth and promotion of village leadership. Any defects noticed, should be got rectified on the spot without entering into prolonged correspondence.

(iv) The Chief Organizer (Village Youth Leadership), Madras, should also visit the Rural Extension Training Centres, and assist the Principals in the conduct of youth and scout training progammes and also impart instructions to Grama Sevak trainees in youth activities and programmes.

3. The Collectors, Block Development Officers and the Principals of the Training Centres should render the necessary assistance to the Chief Organizer in carrying out his duties.

(67)

G.O. Ms. No. 2683, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 13TH SEPTEMBER 1957.

[Community Development Programme—Village Leaders' Training Camps—Conduct of "Subject-matter" Seminars—Revised orders—Issued.]

READ—the following papers :—

G.O. Ms. No. 1236 (Rural Development Projects), dated 11th April 1955.

G.O. Ms. No. 1325 (Rural Development Projects), dated 21st April 1955.

Memorandum No. 7081-RDP-V/57-2, dated 22nd February 1957.

Letter from the Ministry of Community Development, dated 26th July 1957, No. 4 (10)/57-T.G.

Letter from the Assistant Development Commissioner, (Training), dated 26th August 1957, No. 6783/57-B.

Order—No. 2683, *Public* (*Rural Development Projects*), *dated* 13*th September* 1957.

In the Government Order first cited orders were issued for the conduct of a short term training for village leaders. The programme of training contemplated under this order was a comprehensive one to include instructions in various subjects at the

same time to the village leaders. As a result of study and experience of these comprehensive Village Leaders' Training camps, the Ministry of Community Development, have in the light of the decision taken in the Sixth Development Commissioners' Conference at Mussoorie, now proposed to convert these camps into subject-matter camps. Under this new scheme the village leaders are to be given instructions in various subjects of the Community Development Programme divided into five groups as under :—

(*a*) Agriculture, Animal Husbandry and Minor Irrigation;

(*b*) Panchayats, Co-operation and Village Communications;

(*c*) Village Industries and Rural Housing;

(*d*) Education, Social Education, Public Health and Sanitation; and

(*e*) Women's programme.

2. The details of the scheme as drawn up by the Ministry of Community Development along with a copy of the letter fourth cited are enclosed for guidance.

3. The Government approve the scheme in principle and issue the following orders in supersession of the orders issued in the Government Order first cited and in the memorandum third cited.

(*a*) In future the Village Leaders' Training camps will be conducted a subject-matter camp and the persons selected for training will be given instructions in one of the five groups as stated above. In all cases where arrangements have been made to conduct Village Leaders' camp under the existing orders. They will be converted into 'subject-matter' camps and instructions will be given only on Agriculture group of subject. Such camps should be counted against camps held under this order.

(*b*) The duration of the camp shall be three days.

(*c*) One camp may be conducted once in two months in each Grama Sevak's group and instructions given in one of the five groups of subjects.

(*d*) As laid down in paragraph 4 of the scheme the primary responsibility for arranging and conducting the new Village Leaders' Training camps in the blocks will rest with the Block Development Officer. The village level worker of the concerned circle, the Extension Officers concerned with the particular subjects in the group for instructions and the Social Education Organizers will be responsible for the proper conduct of the Camp each taking responsibility for the subject-matter they are concerned with. The Block Development Officer will have the overall control and supervision for the conduct of these camps. The Social Education Organizers will in co-operation with the village level workers will look after all the organizational aspects of the camp under the orders of the Block Development Officers.

(e) The Assistant Development Commissioner (Training) will exercise overall supervision and control at the State level for the proper conduct of these camps. The Chief Organizer, Village Youth Leadership (Sri M. Ram Mohan) will be the field agent who will have the responsibility of touring round the blocks and giving guidance and instructions to the Block Development Officers in the conduct of these camps. He will in turn get his instructions and guidance from the Assistant Development Commissioner (Training).

(f) Advice on all technical matters concerning the subject-matter of instruction will be given by the District Officer of the Department concerned at the district level. The District Officers will in their turn get the necessary advice and instructions from the Heads of Departments concerned at the State level. The Heads of Departments will be required to visit these training camps during their tours and record their notes of inspection which they will incorporate in their monthly D.O. letters to the Chief Secretary to Government.

4. The Government have decided that as an immediate and preliminary step three such camps in each district will be inaugurated in the first fortnight of October 1957, commencing from 2nd October 1957. The locale of these camps will be in areas where public enthusiasm and response are very much in evidence. In view of the national urgency of increasing food production the first series of camps will be organized to give instructions in 'Agriculture, Animal Husbandry and Minor Irrigation'.

5. With the experience gained in the conduct of these camps in the first series further action will be taken to continue these camps in the rest of the village level workers circles beginning with the 'Agriculture' group of subjects and followed up by the other groups.

6. The Collectors in consultation with the District Officers of the department concerned and the Block Development Officers should take immediate action to—

(a) Select three blocks in the district in which to locate the first training camp in one responsive Village Level workers circle in each Block;

(b) select 50 persons with sufficient interest in the subject-matter and with qualities to progressiveness, enthusiasm and willingness to work for the collective benefit of the villages they represent. These village leaders to be selected should have a reputation for honesty, impartiality and capacity to get work done;

(c) Finalise organizational aspects of the camp such as accommodation, messing, exhibition, entertainment, etc.

7. A report on the arrangements made for the conduct of the first three camps in each district in the first fortnight of October, will be sent to Government by 25th September 1957 at the latest.

Later, after the completion of these camps a 'completion report' along with the Block Development Officers assessment of success or otherwise of the camp (in the light of the principles stated in the Government of India's letter fourth cited above), along with the Collectors own impressions should be sent to Government by the 25th October 1957, at the latest. For this purpose the Collectors should visit as many camps as possible to assess the effectiveness of these camps and record their personal impressions. The Government attach great importance to these camps and as such Collectors should take personal interest in the conduct of these camps. The leading men or women of the area and M.Ps. M.L. As., etc., should be associated closely with these camps.

8. The expenditure on each camp (to be inaugurated during the first fortnight of October), should be restricted to Rs. 100 in all. Efforts may be made to supplement this by way of public contribution from the area where such camps are located and from the villages deputing leaders for training. As far as possible no expendiure need be incurred on accommodation. This expenditure should be met from the provision under the head "Social Education" in the Block budget. The exact financial provision for the conduct of camps in the rest of the village level worker circles will be intimated later after certain points referred to the Ministry of Community Development in this regard are clarified.

9. The details regarding the syllabus of training for village leaders in the Agricultural group of subjects are awaited from the Director of Agriculture and will be communicated to Collectors and Block Development Officers shortly on receipt.

ENCLOSURE.

Letter from Deputy Secretary to Government of India, Ministry of Community Development, New Delhi, addressed to Development Commissioner, Madras, dated 26th July 1957, No. 4 (10)|57-TG.

[Village Leaders' Training Camp.]

Attention is invited to the decision taken in the Conference of Development Commissioners held at Mussorie on the 26th to 30th April 1957, regarding the holding of training camps for village leaders in Agriculture and allied group of subjects. It is proposed to begin the first series of such training camps from the 2nd October 1957; at least one camp should be started on the 2nd October 1957 in every block.

2. The main responsibility for arranging and conducting these training camps in the block will rest on the Extension Officers for Agriculture and Animal Husbandry and the Social Education Organizers. The Directors of In-Service Training of the State Governments will be expected to provide overall guidance and supervision to this programme. Among the heads of departments of the State Governments the Director of Agriculture will have to play an important role and his officers particularly at the district level will be required to give material assistance to the Block Officers in conducting the camps. The Director of Animal Husbandry and the Registrar of Co-operative Societies and their officers will also have to actively associate themselves with the organization and running of these camps.

3. It is considered necessary to arrange for a special training for the Extension Officers and the Social Education Organizers in the technique and running of these camps. This will be imparted in the Extension Training Centres in the

different States. For this purpose one Instructor from each Extension Training Centre and the State Directors of In-Service Training will be first trained in two camps which this Ministry will arrange. Further details regarding these camps will be intimated to you soon.

4. For the present you are requested to draw up a schedule for the training of the Agricultural Extension Officers and the Social Education Organizers of the blocks in your State. Thirty to 35 persons will be trained in one batch in each Extension Training Centre in your State. The duration of each training course will be about five days. Keeping this in view a complete time-table for the training of all the Agricultural Extension Officers and the Social Education Organizers of the State in Extension Training Centres in the State may be worked out so as to complete this programme by the end of September, beginning it in the third week of August.

5. Enclosed herewith is a copy of the Draft Manual which has been prepared in this Ministry to provide guidance to the field officers in arranging the training camps. The syllabus in the present draft covers only Agriculture and allied subjects. It is, however, intended to add the syllabus on other subjects also later on. You are requested to kindly go through the Draft Manual and let this Ministry have your comments, if any, by the 7th August 1957 at the latest. You may also kindly consult your Director Agriculture and any comments which he may have to offer on the Manual may also be forwarded to this Ministry.

SUB-ENCLOSURE.

Village Leaders' Training Camps.

The programme of training village leaders can be a success only if we are quite clear about the concepts and purposes of such a programme which in fact, is the foundation of the Community Development Programme for Progress.

On October 2, 1957, our country launched upon a programme which is unique, because, it is both a Community Development and Extension Programme. It is a Community Development Programme in that its major objective is to develop 558,000 village communities socially and economically. It is an Extension Programme in that it envelops channels between the higher centres of knowledge and villagers and ensures trained personnel to disseminate all types of scientific and technical knowledge to more than 275 million villagers. All these programme which aim at raising the level of living must be not only acceptable to the villagers but also be accepted and implemented by them.

Our villagers need food, cloth, shelter and health. They desire for education, recreation, community life and religion. Local people can produce most of their food and clothing. They can improve their own sanitation, build their own houses, organize their own recreation, conduct their own religious affairs and help build their own schools and health centres. Outside financial assistance is required in the construction of schools and health centres and in manning them. However, for the rest of their needs, and desires, all that they require is technical assistance and guidance. It is clear, therefore, that these local problems which are the chief concern of the village people are best solved by themselves and not by other individuals or groups in the nation. That is the reason for the basic concept of the Community Development Programme that organized villagers shall not only choose the priorities in which their problems shall be tackled but also that they shall have the major responsibility for implementing them.

Primarily and fundamentally, the most important of our resources are our people, it, therefore, follows that the basic objective of our programme is to develop the village people to become self-reliant, co-operative and responsible citizens. Each group in a village forms round some common interest. All groups have leaders. These persons may not be called leaders either by the members of the group or by themselves. But they are silently trusted. These are the only persons who can successfully lead the villagers to implement their own programme. These voluntary, functional and natural leaders are the only persons who can bring about, maintain and improve upon, social changes and development in the village life. In the context of the people's programme, the Administrator's work consists of mobilizing, organizing and managing men. He can do this not by exercising or even delegating authority but only by developing initiative, responsibility, self-reliance and co-operation on the part of leaders of local groups. No Gram Sevak can possible succeed to the fullest in his job

of being a friend, philosopher and guide to the village people, unless he works with the village group leaders through their leaders and encourages and assist them. The sense of responsibility develops as and when responsibility is placed on the leaders.

The Community Development Programme, therefore, places the greatest emphasis on the role of local leaders in the development of the rural communities. The village leaders in their turn educate their neighbours and become each in his own sphere a kind of voluntary local village worker. Such leaders can be quickly developed if given the opportunity and assisted by training and education. It is, therefore, of supreme importance to develop responsible and responsive village leaders. In fact, the ultimate success of our programme depends on the extent to which it has been possible to help from live local associations or groups, and generate leadership among them.

Having regard to the vital and significant role of the village leaders in the improvement of rural culture and economy, it has been decided to hold a short term training of village leaders in the Community Development and National Extension Service blocks. The object of the scheme is to train village leaders in all aspects of Community Development by instructions and practical demonstrations and thus help village communities, themselves to draw up plans for development and execute them.

Training Camps.

1. *Subjects.*—For purposes of imparting the training in village camps, the various subjects of Community Development Programme can be conveniently divided into the following five groups:—

(*a*) Agriculture, Animal Husbandry and Minor Irrigation,
(*b*) Panchayats, Co-operation and Village Communications,
(*c*) Village Industries and Rural Housing,
(*d*) Education, Social Education, Public Health and Sanitation, and
(*e*) Women's Programme.

In view of the national urgency of increasing production, camps for the Agriculture group of subjects should be given the highest priority.

2. *Selection of leaders.*—For locating the leaders, the village level worker must ask himself the questions to whom the villagers look for leadership in the particular subject. Men with a special interest in the subject and with qualities of progressiveness, enthusiasm, and willingness to work for collective benefit should be selected. They should have a reputation for honesty, impartiality and capacity to get work done. While maternity is to be preferred, the choice of old leaders may be avoided as they are generally pre-occupied, with personal problems, and family affairs. The leaders should consist of representatives of all classes, rich and poor, high and low. The Block Development Officer should make a preliminary selection of the leaders in consultation with the village level worker and the Block staff. Since panchayat is recognized as the sole institutional agency at the village level to plan and implement programme of development, the village leaders in the different 'subject' groups should be selected by joint consultation of the panchayat and the block staff. It may be advisable to make the selection according to a pattern as will make one member of the panchayat responsible for one group of subjects. This panchayat member may be one of the five selected for that particular subject. The other four would not necessarily be panchayat members, but may be other enthusiastic and progressive minded villagers, who have interest in the particular subject group. The panchayat member who may be on this group would act as a link between the panchayat and his group, which in a sense would be a nominee-group of the panchayat. This would avoid any misunderstanding between such a group and the panchayat. This is important because the group is to really assist the panchayat in accomplishing the particular facet of the programme. The invitations to attend the classes may be issued over the signature of the concerned Revenue Divisional Officer or any other superior officer and sent through village level worker.

3. *Organization of camps*—(*a*) *Number of leaders.*—A camp has to be organized for every village level workers' circle. The strength of each camp will be about 50 and every village should be represented in proportion to its population.

(*b*) *Selection of site.*—The village that is selected to run the training camp should be invariably one which has made an appreciable progress in the 'subject' group, especially in agriculture so that the invitees could emulate the

example. It should be also a village where the maximum co-operation, enthusiasm and willingness are forthcoming to make the camp a success. Buildings, sheds or open spaces should be available and also adequate drinking water-supply and other facilities required for the camp.

(*c*) *Duration.*—The duration of the camp may be three days. With the proper planning of the courses, a great deal of useful information could be imparted during this short period. It should be possible to run at least one such camp once in every two months in the circle of a village level workers.

(*d*) *Timing of camp.*—Suitable dates for holding the camp should be fixed in consultation with some of the leaders who are to attend the camps. It should not be difficult to hold the camp at any time of the year except, perhaps when the farmers are engaged in sowing or transplanting or harvesting and threshing. The dates of the camp should be fixed and announced at least three weeks ahead so that the necessary organizational work can be undertaken and carried out satisfactorily. It would be advisable for the village level worker to remind the participants, four or five days before the starting date.

(*e*) *Accommodation.*—Accommodation for lodging 50 leaders will be necessary in the camp village. Either a Dharmasala, a school building, a panchayat ghar or a village chavadi may be arranged. Where these are inadequate or unsuitable, sheds may be constructed in open spaces. Accommodation should be so arranged that only people from any one particular area do not get grouped up. Along with the leaders, accommodation will also have to be found for the Block Development Officer, Social Education Organizer, the concerned Extension Officers and one or two village level workers.

A meeting hall approximately 25 feet by 35 feet will be found very convenient for holding the meetings, but failing this any other kind of suitable accommodation may be arranged for this purpose.

(*f*) *Messing.*—Meals and light refreshments including tea, coffee, milk, butter-milk or sharbat may be arranged. The cost of these arrangements can be contributed in cash or kind by the trainees and the host village and subsidized from the block budget under the head of 'Social Education'.

(*g*) *Exhibition.*—The camp should include technical exhibitions on the relevant subjects by the concerned departments. The expenditure for the exhibition material may be borne by the respective subject-matter budget under the programme.

(*h*) *Entertainment.*—It should include dramas, songs, dance, burrakathas, film-show, etc., for about an hour based, preferably, on local talents and resources. These items will have to be arranged for well in advance.

(*i*) *Programme of the camp.*—The programme of the camp on the opening day may commence with a prayer, election of the President from amongst the trainees, an introductory talk on the role of the trainees by the Block Development Officer or the Social Education Organizer not exceeding 20 minutes, and an announcement regarding the arrangements of lectures, demonstrations, refreshments and entertainment. A short and dignified opening ceremony will give a excellent start to the camp.

No fixed time table has been suggested as the opening of the camp will vary according to the season and the locality. It may be convenient to utilize the time up to about 4 O'clock for talks and discussions and to organize demonstrations between 4 and 6 p.m. where a demonstration like the sun treatment of wheat has necessarily to be started in the morning, some time may be allowed for it in the morning.

Talks should be brief and to the point and explained in simple language. They should be kept to the barest minimum outline and discussions promoted on a large scale.

On each day, a separate President might be elected to preside and on the closing day there may be a short talk by the Extension Officer on the work to be done in the villages by the leaders on their return from the camp and the follow-up work to be organized by the block.

Two or three of the trainees may also be requested to say a few words regarding the improvements to be effected in the future camps and the follow-up facilities desired.

The concerned District Officers should participate in these camps to the extent possible.

(j) *Nature of training.*—It is not the intention that the trainees should become expert within three days. Their outlook has to be enlarged. Attention has to be focussed on important items of work which the leaders can practice in their own villages for building up soil fertility, for introducing improved techniques of cultivation including improved seeds, improved implements, plant protection, measures, preventive action against cattle diseases, etc. On return they should be able to apply the knowledge and skills acquired at the camp. They should clearly understand their role and the follow-up arrangements. The duties and responsibilities of leaders in introducing improved agriculture, supervising the productive use of credit and organizing market should be made clear to them. The following points should be borne in mind:—

(i) The talks have to be carefully thought out and prepared in advance. They should be brief, and spoken in simple language. They should be repeated during the demonstrations so that they are fully grasped by the trainees. The key points should be roneoed and made available to the trainees for further or future reference. Schedules covering manurial, cultural and plant protection recommendations should be prepared for each drop and handed over to the trainees at the end of the course.

(ii) Generally, a talk should not exceed 15 to 20 minutes. It should be followed by a discussion of about 30 to 40 minutes. At the end of the discussion, there should be a resume for 5 minutes highlighting the salient points. At the end of the hour, allow 10 to 15 minutes break for relaxation.

(iii) Talks should be arranged with the aid of charts, maps, models and other audio-visual aids. Much of this material can be locally got ready if preparation is made in advance. Certain material which is being issued by this Ministry and which is supplied by the Ministry of Agriculture and other Ministeries will prove quite useful in this connexion. On showing the audio-visual material, it should be ensured that all the trainees are able to see it clearly. For this purpose seating arrangements have to be done properly ahead.

(iv) Questions to be put up before leaders for discussion should be simple and directly related to specific needs and problems.

(v) There should be no class room approach and talks should be limited.

(vi) Practical demonstrations of improved methods should be laid out well in time. A nearby field should be available for demonstrating the use of improved implements and for showing the methods of cultivation. A part of this field, about a quarter of an acre will have to be ploughed and got ready in advance so that the working of the implements can be demonstrated. Manure pits and trenches for planting of sugarcane, etc., should be kept ready in the demonstration field before the commencement of the class to avoid waste of time. Teaching by showing practical demonstrations is the most effective method.

(vii) It may not be possible to pick up suitable and literate leaders for recording the discussions of the group and to steer properly the discussions. The Extension Officer or the village level worker will have to tactfully guide these matters to begin with.

(viii) A list of practical demonstrations to be given should be got ready so that the necessary facilities could be created and the materials and implements collected in advance.

(ix) The expert should introduce the subject in its proper perspective before initiating a discussion on it by the leaders.

(x) Sharamadan for about an hour at cleaning the village or digging soakage pits or making compost or manure pits, etc., should be encouraged.

(xi) The manner of living in the camps should be demonstrated to the trainees several improved practices calculated to improve the rural conditions. Among other things, it is important to ensure that—

(*a*) smokeless magan-choolas are constructed and used by the trainees,

(*b*) latrines (trench and slab) should be put up and used by the trainees,

(*c*) the garbage is collected and disposed of by trenching it and by covering it up by a layer of earth,

(*d*) the used water is drawn into soak pits, and

(*e*) a few manure-pits are made and shown.

4. *Responsibilities of block staff.*—The Block Development Officer would have the overall responsibility of chalking out a programme for holding the camps for all this village level workers' circles and for all groups of subjects, a certain amount of co-ordination will be necessary as some of the functionaries such as the Social Educational Organizers would be required at all the camps within the block.

It will be primarily the responsibility of the subject-matter specialists at the block level, i.e., the Extension Officers concerned, to organize the camps in respect of his subject group in the various village level workers' circles turn by turn.

Although the primary responsibility for organizing the camp is on the concerned specialist, it will be the duty of the Social Educational Organizers to assist the subject-matter specialists by arranging dissemination of information through the various methods at his disposal, such as firms, charts, etc., and in arranging entertainments.

The village level workers of the concerned circle would be mainly responsible for arranging the camps, making all necessary preparations and support the specialists in the matter of imparting instructions.

Thus for every camp, a group of three people would be responsible, namely, the village level worker of the concerned circle, the Extension Officer concerned and the Social Educational Organizer of the block. The actual imparting of instruction has to be done mainly by the Extension Officer concerned and supported here and there by the village level worker according to his abilities.

Batches of trainees may be assigned and the responsibility for looking after the various organizational aspects of the case with the assistance of local hosts in the village. Care should be taken that this work does not interfere with the regular attendance of the leaders to the training courses.

5. It is suggested that the village leaders trained in these camps may be awarded printed certificates to encourage them. Those certificates should be signed by the Collector himself and issued to the trainees in the last day of the camp.

Suggested specimen certificate:—

(Crest of the State Government)

Government of

____

Planning and Development Department.

Shri|Shrimathi|Kumari of village
was trained in National Extension Service|Community
Development Block from to .

District Collector.

6. *Follow-up programme.*—The Extension Officer during his visits to the village should make it a point to meet individually and collectively the leaders so that the progress made by them could be reviewed and the difficulties, if any, solved. Arrangements should also be made for holding a meeting of all the village leaders in a village at least once a quarter and all the leaders in a village level workers' circle once in six months, the latter being attended by the Extension Officer and the Block Development Officer. Tours of village leaders should be organized once in six months for visiting the leading villages in the block and adjoining blocks. Provision should also be made for the regular distribution of simple subject-matter literature such as is proposed by the Departments of Agriculture, etc.

After this programme has functioned for a year a second training camp may be arranged where a little more advanced training should be given, in selected fields, according to the needs and aptitudes, of the leaders. The selected fields of training will include plant protection measures, fertiliser schedules, soil conservation, and horticultural work, etc. The training of the leaders is a continuous process; it begins with the camp but does not end.

The subsequent functioning of these leaders will depend upon the attention that the block staff pay to them. Periodically, the leaders should be brought together so that they are enabled to present individual reports of their work and put forward their problems for solution. Prestige should be bestowed on these leaders by visiting them in their houses, by inviting them to attend the meetings, by consulting them on important issues, and above all, by making them show around their work. In course of time, advanced leaders may come forward and undertake to help and guide other leaders.

7. A broad synopsis of the talks on the Agriculture group of subjects is appended to serve as a guide. This will of course have to be modified, *mutatis mutandis* to suit local needs and conditions.

(68)

MEMORANDUM No. 98099-RDP.-VII/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 20TH SEPTEMBER 1957.

[Community Development Programme—Social Education—"Subject-matter"—Village Leaders Camps—Further instructions—Issued.]

READ—the following papers :—

G.O. Ms. No. 2683, Public (Rural Development Projects), dated 13th September 1957.

From the Government of India No. 4 (10)/57TG., dated 7th September 1957.

In continuation of the orders issued in the Government Order cited, a copy of the letter of the Government of India, Ministry of Community Development, cited is communicated to the Assistant Development Commissioner (Training), all Collectors and other Officers for information and necessary action. The following further instructions are issued for the successful conduct of the new scheme of "Subject-Matter" Village Leaders' Camps :—

(1) The importance of achieving a high standard of training and ensuring efficient running of the camps cannot be over emphasized. Quality therefore should be given much greater importance than the mere number of camps to be organized.

(2) Camps during the first year, namely, October 1957 to September 1958, should be organized *only* on the agriculture group of subjects, viz., Agriculture, Animal Husbandry and Minor Irrigation.

(3) The staff of the other blocks (of the districts) adjacent to the camp site should be invited to the camps as observers for getting the requisite training in the matter.

2. It has been stated in the last paragraph of the Government Order cited that details of the syllabus will be sent shortly. But according to the revised Manual adopted at Kurnool, the detailed syllabus for the Village Leaders Training Camps should be finalised

by the Extension Officers concerned during their training in the Extension Training Centres. The staff of Extension Training Centres will assist them in the matter. Modifications and changes in the syllabus may be made by the District Officers of the concerned departments to suit local conditions. It is also laid down that a list of audio-visual aids and exhibition materials and programme of demonstration should be got ready at the Extension Training Centre and timely steps taken to get the materials in advance at the block. The Assistant Development Commissioner (Training) is, therefore, requested to ensure that the syllabus for the training course are prepared by the Extension Officers and also the list of audio-visual aids and demonstration units.

ENCLOSURE.

Letter from Under Secretary to Government of India, Ministry of Community Development, New Delhi, addressed to Development Commissioners of all State Governments, dated 7th September 1957, No. 4 (10)|57-TG.
[Village Leaders' Training Camps.]

I am directed to invite attention to the Ministry's letter No. 4 (10)|57-TG, dated July 26, 1957 and telegram No. 4 (10)|57-TG, dated the 1st August 1957 (copy enclosed) regarding village leaders' training scheme.

With the conclusion of the camp at Rajgir on 31st August 1957, Phase I of the scheme is over. State Governments|Administrations will now begin phase II which involves training of all Extension Officers (Agriculture) and Social Education Organizers in their respective areas. A few States have already apprised us of their programme. They propose adhering to the time schedule of September 1957 for the completion of Phase II. Information from some of the State Governments|Administrations is still awaited. It is requested that a copy of Training Programme for Phase II may kindly be furnished to this Ministry at an early date.

2. Phase III provides for holding of Village Leaders' Training camps with effect from 2nd October 1957.

3. Due to Puja Holidays and Dussehra falling on 3rd October 1957, some States have represented that starting of Village Leaders' Camp be deferred by a few days. Where State Governments|Administrations anticipate difficulty in starting the camps on 2nd October 1957, on account of Dussehra or Durga Puja holidays there will be no objection to their starting these camps a few days later.

4. The importance of achieving a high standard of training and ensuring efficient running of the camps cannot be over-emphasized. Quality, therefore, has to be given much greater importance than the mere number of camps organized. A good beginning is essential for the right atmosphere has to be created for the future success of the whole scheme. If the village leaders who participate in the first few camps, go back dissatisfied with the training or with the management of the camp, the entire success of the scheme can be subjudiced. It has, therefore, been decided after very careful consideration that in the *first year* the training should be organized only in the agriculture group of subjects, namely, Agriculture, Animal Husbandry and Minor Irrigation. This will keep the task within limited proportions, such as can be properly managed by the staff of the blocks. After the staff have gained some experience they would be in a position to speed up the programme.

5. As a further step to achieve the same objective it is suggested that the first few camps in a district should be organized with particular care and should be utilized also for the purpose of training the staff of the other blocks of the district. To these first few camps full attention and support must be given by the District level, Regional and State level Officers of the Agriculture and Animal Husbandry Departments. This will ensure that requisite quality will be achieved in the organizing of these camps and conducting the training courses. Thus it can serve as a good training for the staff of the other blocks.

6. The detailed programme for conducting these few camps should be worked out by the District Magistrate in consultation with the District Level Officers of the concerned departments to ensure fullest participation of the latter.

7. It is requested that information on the programme for Phase III be communicated to this Ministry at an early date.

8. The Draft Manual as revised in the light of the discussions at Kurnool and Rajgir is being sent to you separately. Special attention is drawn to the new and important suggestion now contained in the Manual that the detailed syllabus for training should be drawn up separately for each block by the Extension Officers of the block during their training at the Extension Training Centre. This they should do in consultation with and with the fullest assistance of the staff of the Extension Training Centre. On return to their block they should get the syllabus first vested by the district level officers of the Agriculture and Animal Husbandry Departments and make such changes as may be considered necessary to make the syllabus most appropriate for the block. Together with the syllabus a list of the audi-visual aids and other implements and materials and programme of demonstrations which would be required for the training should also be prepared at the Extension Training Centre and this list and programme should also be discussed with the District Officers of the concerned departments and timely steps should be taken to collect all these articles in the block in advance so that the training programme does not suffer in any way.

9. Instructions are being given to the Principals of the Extension Training Centres to assist the Instructor, who has been trained at Kurnool or Rajgir, in imparting training to the Block Extension Officers. It is also suggested that for ensuring that this training is of as high a quality as possible, the assistance of the officers of the Agriculture and Veterinary Departments should be given to the Principals and Instructor of the Extension Training Centre. The heads of these departments may be requested to take necessary action in the matter.

10. A copy of this letter is being sent to the heads of the Agriculture and Veterinary departments of your State.

(69)

MEMORANDUM No. 100682-RDP.-VII/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 9TH OCTOBER 1957.

[Community Development Programme—Social Education—Village Leaders' Camps—New Scheme of " Subject-matter " Camps —Revised Manual for the conduct of these camps—Copy— Communicated.]

[*Reference.*—(1) G.O. Ms. No. 2683, Public (Rural Development Projects), dated 13th September 1957 and (2) Government Memorandum No. 98099, Public (Rural Development Projects), dated 20th September 1957.]

In continuation of the references cited, a copy of the revised Manual on the conduct of " Subject-Matter " camps (referred to in paragraph 2 of the Memorandum cited) is communicated to the Assistant Development Commissioner (Training), Madras, Collectors (except the Collector of Madras) and Block Development Officers and others concerned for information and guidance. Particular attention of the Assistant Development Commissioner (Training), Madras, is invited to the following points in the revised

Manual and he is requested to ensure that the instructions in the Revised Manual are followed :—

(1) During the first year, one camp may be held per Grama Sevak's circle in the " Agriculture " group of subjects till all the circles are served. In other words, ten camps on an average would have to be held in each block during the year October 1957 to September 1958. This is in modification of paragraph 3 (*c*) of G.O. Ms. No. 2683, Public (Rural Development Projects), dated 13th September 1957. It would be advisable to start with the post-intensive blocks and then go to the Community Development and National Extension Service Blocks.

(2) The officers who participate in the camp should stay in the host village and mess with the campers to the extent possible.

(3) The Block Development Officers should maintain a register to evaluate the organization and contents of the programme, details of which are given in sub-paragraph (xiii) in paragraph 12, of the revised Manual.

ENCLOSURE.

REVISED DRAFT MANUAL (SEPTEMBER 1957).

Community Development and National Extension Service Programme—Village Leaders' Training Camps.

1. The programme of training village functional leaders can be a success only if we are quite clear as regards the purpose and objectives of such a programme.

On October 2, 1952, our country launched upon a programme which is unique, because, it is both a community development and an Extension Programme. It is a Community Development Programme in that its major objective is to develop 558,000 village communities socially and economically. It is an Extension Programme in that it develops channels of trained personnel to take scientific and technical knowledge to the villagers. These programmes which aim at raising the level of living must be not only acceptable to the villagers but be, also, accepted and implemented by them.

Our villagers need food, cloth, shelter and health. They desire for education, recreation, community life and religion. Local people can produce most of their food and clothing. They can improve their own sanitation, build their own houses, organize their own recreation, conduct their own religious affairs and help build their own schools and health centres. Outside financial assistance is required in the construction of schools and health centres and in manning them. However, for the rest of their needs and desires, all that they require is technical assistance and guidance. Obviously, therefore these local problems which are the chief concern of the village communities are best solved by themselves and not by other individuals or groups in the nation. That is the reason for the basic concept of the community development programme that organized village communities shall not only choose the priorities in which their problems should be tackled but also *that they shall have the major responsibility for implementing them.*

Primarly and fundamentally, the most important of our resources are our people. Therefore, the basic objective of our programme is to develop the village people to become self-reliant, co-operative and responsible citizens. In short, a new outlook has to be created in them. Village outlook is the way the village people feel and react to their present environment and the way they think and feel about forces of change which come to them. Hence, our attention must be focussed on an appreciation of the mind of the village people and not their physical environment. It cannot be sufficiently emphasised that the change of outlook is the first essential step in changing the village environment. Creating the social claimate and the aptitudes which will produce a new village outlook is a step by step process.

For the present, we apply the stimulus for change externally. But, the desire for change, if it is to be permanent, must come voluntarily from within the minds of the village people. The Extension worker gets across new ideas to the village people by education and not by compulsion explains 'why' and then allows them to exercise their free choice. How do ideas reach village people? Each group in a village forms round some common interest. All groups have 'leaders'. These persons may not be called leaders either by the members of the group or by themselves. But they are silently trusted. Good or bad, progressive or conservative, these individuals guide village thinking and activities. These voluntary, functional and natural leaders are the only persons who can successfully bring about, steadily maintain and progressively improve upon, social changes and development in the village life.

Our objective is, therefore, to educate by the "Result and Demonstrating method" and bring about a change, first, in the outlook of the village leaders, secondly, the outlook of village leaders-follower groups and finally the outlook of the village community. Once the village community is inspired and acquires a basic knowledge of the problems, analyses their solutions and executes them, one by one, there is no limit to the human and physical achievements of the nation.

In the context of the people's programme, the Administrator's work consists of mobilizing, organizing and managing men. He can do this not by exercising or even delegating authority but only by developing initiative, responsibility, self-reliance and co-operation on the part of leaders of local groups. No Gram Sevak can possibly succeed to the fullest in his job of being a friend, philosopher and guide to the village people, unless he works with the village groups through their leaders and encourages, educates and assists them. The sense of responsibility develops as and when responsibility is squarely placed on the leaders. By working through and with village leaders, the Gram Sevak can watch how ideas become group and village-wide and how stimulation for action grows from within.

The Community Development Programme places the greatest emphasis on the role of local leaders in the development of our rural communities. The village leaders in their turn educate their neighbours and become each in his own sphere, a kind of voluntary local village worker. Such leaders can be steadily developed if given the opportunity and systematically assisted by training and education. It is, therefore, of supreme importance to develop responsible and responsive village leaders. In fact, the ultimate success of our programme will depend on the extent to which we succeed in stimulating the growth of live, local associations or groups and generate leadership among them capable of and dedicated to the task of planning and executing their programmes.

Having regard to the dynamic and revolutionary role of the village leaders in the improvement of rural economy, social and cultural life, the programme of giving subject-matter training to village leaders in all the blocks throughout our country has been devised. The plan is to train leaders in all aspects of Community Development by instruction and practical demonstrations imparted in a specially arranged short duration camp.

The functional leaders proposed to be trained under the scheme are in no way to be confused with political leaders, which is the more common usage of the word 'Leader'. State Governments may consider whether it would be advisable to use some other word than 'Leader'. The idea can perhaps be better expressed by an appropriate Hindi word such as Gram Sahayak. There will be no objection to this or any other appropriate Hindi word being used.

There is nothing final about this scheme. Indeed, there cannot be one absolutely uniform programme for all people. Needs differ from village to village and from block to block and from State to State. What is being attempted is the speeding up of the Extension method and therefore it has to be a continuous educational process in which both learner and teacher can contribute and receive.

Under no circumstances should a camp be held without a complete preparation of the ground from every point of view, viz., selection of village leaders, host village, formation of mess, Shramadan and entertainment committees, Demonstration fields, organization of exhibitions, etc., in fact, every thing that can be conceived to complete the picture of a community in action. It is only when a camp is thoroughly planned in all its details and then held, that it will be of full benefit and also a real joy for the campers and a lifetime memory for them.

Training Scheme.

2. *Subjects.*—For purposes of imparting the training in village camps, the various subjects of Community Development Programme can be conveniently divided on the following groups:—

(*a*) Agriculture, Animal Husbandry and Minor Irrigation,
(*b*) Panchayats, Co-operation and Village Communication,
(*c*) Village Industries and Rural Housing,
(*d*) Education, Social Education, Public Health and Sanitation, and
(*e*) Women's Programme.

In view of the national urgency of increasing agricultural production and also because agriculture is the most vital concern of the rural people, camps for the 'Agriculture' group of subjects should be given the highest priority and it is, therefore, advisable to complete the round of camps in this subject group in all blocks before starting camps in any other subject group.

3. *Number of camps.*—The emphasis must be on the quality much more than on the number of camps. It may be necessary to make a slow beginning. After gaining some practical experience in the running of these camps, the block staff will be able to accelerate the pace. During the first year, one camp may be held per Gram Sevak's circle in the 'Agriculture' group of subject till all the circles are served. In other words, ten camps on an average, would have to be held in each block during the year October 1957 to October 1958. It would be advisable to begin with the post-intensive blocks and then go on to the Community Development and National Extension Service Blocks.

4. *Selection of leaders.*—For locating the leaders, the village level worker must ask himself the question as to whom the villagers look for leadership in the particular subject.

Men with a special interest in the subject and with qualities of progressiveness, enthusiasm and willingness to work for collective benefit should be selected.

They should have reputation for honesty, impartiality and capacity to get work done.

While maturity is to be preferred, the choice of very elderly leaders should be avoided as they are generally preoccupied with personal problems and family affairs.

The leaders should consist of representatives of all classes, rich and poor, high and low, inclusive of Scheduled Castes.

The Block Development Officer should make a preliminary selection of the leaders in consultation with the village level workers and the Block staff.

Since panchayat has been recognized as the sole institutional agency at the village level to plan and implement a programme of development, the village leaders in the different 'subject' groups should be finally selected by joint consultation of the panchayat and the block staff.

It is advisable to make the selection according to a pattern so as to make one member of the panchayat responsible for one group of subjects. This panchayat member may be one of the five selected for that particular subject. The other four would not be, necessarily, panchayat members but may be other enthusiastic and progressive minded villagers, who have interests and aptitudes in the particular subject group. The panchayat member, who may be on this group would act as a link between the panchayat and this group, which in a sense would be a nominee's group of the panchayat. This would avoid any misunderstanding between such a group and the panchayat. This is important, because the group is to really assist the panchayat in accomplishing the particular facts of the village programme.

Where there are no panchayats, the approval of local institutions like co-operatives or village development councils should be obtained.

5. *Organization of camps*—(*a*) *Number of leaders.*—A camp has to be organized for every Gram Sevak's circle. The strength of each camp will be about fifty leaders and every village should be represented more or less in proportion to its population.

(*b*) *Selection of site.*—The village selected for holding a camp should consider that a distinction has been conferred upon it. The Block Advisory Council may decide upon the venue when, no doubt, the panchayats and others

would compete for the honour. The venue having been decided upon, the Block Development Officer, Social Education Organizer, and the Gram Sevak should discuss with the panchayatdars, the elders and the school teachers and draw up a detailed programme of the forthcoming camp. The organization of the camp should be a people's affair and not Government managed.

The village that is selected to run the training camp should be preferably one which has made an appreciable progress in the 'subject' group, especially in agriculture, so that the invitees could emulate the example.

It should be also a village where the maximum co-operation, enthusiasm and willingness are forthcoming to make the camp a success.

Buildings, sheds or open spaces should be available and also adequate safe drinking water-supply and other facilities required for the camp.

(c) *Duration.*—The duration of the camp should be three full days. The camper should arrive on the preceding night and therefore they would spend four nights in the camps. With the proper planning of the courses, a great deal of useful information could be imparted during this short period.

(d) *Timing of camp.*—Suitable dates for holding the camp should be fixed in consultation with some of the leaders who are to attend the camps.

It should not be difficult to hold the camp at any time of the year except, perhaps, when the farmers are engaged in sowing or transplanting or harvesting and threshing.

It is desirable that the dates of the camp should be fixed and announced at least two weeks ahead so that the necessary organizational work can be thoroughly undertaken and fully carried out satisfactorily.

It would be advisble for the village level worker to remind the participants three or four days before the starting date and ensure their attendance.

6. *Accommodation.*—Accommodation for lodging fifty leaders will be necessary in the camp village.

Either a Dharmasala, a school building, a panchayat ghar or a village chavadi may be arranged for this purpose. Where these are inadequate or unsuitable, temporary sheds may be constructed from local material in open spaces and advantage may be taken of shady trees. Along with the leaders, accommodation will also have to be found for the Block Development Officer, Social Education Organizer, the concerned Extension Officers and one or two village level workers.

The campers may be lodged in batches in three or four wings of the selected building depending on its capacity. Each batch should elect its leader who will guide the group in looking after the cleanliness of the camp, in the punctual attendance of the trainees at mess, discussions, demonstrations and other places and also in the informal discussions of the group.

The camper should be so arranged that only people from the same village do not get grouped up.

Drinking water in pots and glasses may be arranged for the dampers in each of the wings where they may be lodged.

A pot with sand or water may be kept in each of these wings to serve as a receipeable for the used cigars or cigarettes or beedies and match-sticks.

Adequate lighting arrangements should be provided.

Temporary latrines and urinals (bore-type) should be provided.

There should be a good well nearby where the campers can bathe and wash their clothes.

It is best to utilize mats and other accessories available in the village so that the arrangements are in full conformity with the village environment.

A hall approximately 25 feet by 35 feet will be found convenient for holding the talks and discussions. If such a hall cannot be secured, any other kind of suitable accommodation may be arranged.

The drinking water well should be disinfected and the entire premises sprayed by D.D.T.

7. *Mess.*—Meals to suit the needs of the trainees and light refreshments including tea, coffee, milk, butter-milk or sharbet may be arranged.

The cost of these arrangements can be contributed in cash or kind by the campers and the host village.

The host village may constitute a Mess Committee and be made responsible for the stores, fuel, cooking utensils, cooks, water service, soak-pits, etc.

8. *Exhibition.*—The camps should include technical exhibition on the relevant subjcts and be arranged by the concerned departments. Their main purpose should be educational and not entertainment or amusement.

The following are some of the important items which could be exhibited:—

(*a*) Improved agricultural implements,
(*b*) pesticides and insecticides,
(*c*) chemical manures,
(*d*) improved seeds,
(*e*) green manures,
(*f*) improved varieties of fodder, and
(*g*) fruits and vegetables locally grown under improved practices.

A small exhibition of the activities of the block should be also held.

In the selection and exhibition of the items, the emphasis should be on items reproduceable or reproduced in the locality by the adoption of improved practices.

9. *Entertainment.*—It should include drama, songs, dance, burra-kathas, film, show, etc.

Local talents and resources should be tapped and utilized. These items attract large audiences—not only from the host village but also from its neighbourhood. Therefore, a large open spare should be selected and platform improvised.

Separate accommodation for women and children should be arranged.

Volunteers may be organized under the school master for maintaining order.

Loudspeaker and adequate lighting arrangements should be provided.

Give a short talk before a picture is shown explaining the purpose of the meeting and of the picture. Let the leaders discuss and ask questions on the picture exhibited. Announce in advance that such a discussion will follow.

10. *First-aid.*—Arrange for first-aid equipment including medicines for some ordinary ailments and accidents.

11. *Programme of the camp.*—The programme of the camp on the opening day may commence with a prayer, election of the President from amongst the trainees, an introductory talk on the role of the trainees by the Block Development Officer or the Social Education Organizer and an announcement regarding the programme of the camp, viz., talks and discussions, demonstrations, refreshments, entertainment, etc.

No fixed time table has been suggested as the opening of the camp will vary according to the season and the locality. It may be convenient to utilize the time up to about 4 o'clock for talks and discussions and to organize demonstrations between 4 to 7 p.m.

Where a demonstration like the sun treatment of wheat has necessarily to be started in the morning, some time may be allowed for it in the morning.

Talks should be brief and to the point and in simple language. Adequate time should be given to discussions.

On each day, a separate President might be elected.

On the closing day, there may be a summing up talk by the Extension Officer on the work to be done in the villages by the leaders on their return from the camp and the follow-up work to be organized by the block.

The daily programme would, more or less, as follows:—

1 Rising bell	5 a.m.
2 Ablutions, baths, cleanliness of the camp.	5 a.m. to 6 15 a.m.
3 Prayer	6-15 a.m. to 6-35 a.m.
4 Breakfast	6-35 to 7-00 a.m.
5 Shramadan	7-05 to 8-15 a.m.

6 Talks and discussion (first session) ..	8-30 to 12-00 noon.
7 Luch and rest	12-00 noon to 2-30 p.m.
8 Talks and discussion (second session) ..	2-30 to 4-00 p.m.
9 Tea..	4-00 to 4-15 p.m.
10 Demonstrations	4-15 to 6-45 p.m.
11 Dinner	7-00 to 8-00 p.m.
12 Social Programme	8-00 to 9-30 p.m.
13 Prayer	9-35 to 9-45 p.m.
14 Lights off	10-00 p.m.

Two periods should be devoted in the beginning to impress on the campers the basic objectives and philosophy of the Community Development and National Extension Service Programmes. One period may be allotted at the commencement of the session and the other at its conclusion. It cannot be said to often or too strongly that early and continuous emphasis should be focussed on the central objective of the Community Development Programme, viz., that it is a village self-help programme in which the people themselves, through their own leaders, organizations and institutions work together to improve all phases of village life, utilizing the technical resources and services of the Central and State Governments.

The trainees may be requested to offer suggestions regarding the improvements to be effected in the future camps and the follow-up facilities desired.

The concerned District Officers should participate in these camps to the fullest extent possible.

12. *Nature of training.*—It is not the intention that the trainees should become experts within three days. What is being attempted is to enlarge their outlook.

Attention has to be focussed on important items of work which the leaders can practice in their own villages for building up soil fertility, for introducing improved techniques of cultivation including improved seeds, improved implements, plant protection measures, preventive action against cattle diseases, etc. On return, they should be able to apply the knowledge and skills acquired at the camp.

They should clearly understand their role and the follow-up arrangements. Their own duties and responsibilities as leaders in introducing improved agriculture, supervising the productive use of credit and organizing marketing should be made clear to them.

The following points should be borne in mind:—

(i) The talks have to be carefully thought out and a written synopsis prepared in advance. They should be brief, and spoken in simple language. They should be repeated during the demonstration so that they are fully grasped by the trainees.

The key points should be roneoed and distributed to the trainees for further or future reference.

Schedules covering manurial, cultural and plant protection recommendations should be prepared for each crop and handed over to the trainees.

(ii) Keep the talks to the minimum and encourage discussions on each of the points made out. At the end of the hour, allow a break of about 10 minutes.

(iii) Talks should be arranged with the aid of charts, maps, models and other audio-visual aids. Much of this material can be locally got ready if preparations is made in advance. Certain material which is being issued by this Ministry and which is supplied by the Ministry of Agriculture and other Ministries will prove quite useful, in this connexion.

On showing the audio-visual material, it should be ensured that all the trainees are able to see it clearly. For this purpose seating arrangements have to be done properly ahead.

(iv) Questions to be put up before leaders for discussion should be simple and directly related to their specific needs and problems.

(v) There should be no class-room approach and talks should be limited.

(vi) Teaching by showing practical demonstrations is the most effective method. The block staff should know how to do with ease and effectiveness the things being demonstrated. Extension is 'Learning by doing' and 'seeing is believing'.

Practical demonstrations of improved methods should be laid out well in time.

A nearby field should be available for demonstrating the use of improved implements and for showing the methods of cultivation. A part of this field, about a quarter of an acre will have to be ploughed and got ready in advance so that the working of the implements, can be demonstrated. Manure pits and trenches for planting of sugarcane, etc., should be kept ready in the demonstration field before the commencement of the class to avoid waste of time.

(vii) A great deal of attention has to be paid to the details of either the sitting or standing accommodation of the campers both in the discussion hall and on the demonstration fields. They should be enabled to participate and witness with ease and comfort. They may be divided into groups and shown the demonstration of improved agricultural practices on the field, especially where more than one demonstration has been arranged.

(viii) A list of practical demonstrations to be given should be prepared so that the necessary facilities could be created and materials and implements collected in advance.

(ix) When the campers are satisfied with the superiority of the improved agricultural implements, etc., they would ask for the cost of these things, where they are obtainable and the extent of subsidy, if any, or loan available. These questions should be correctly and promptly answered.

(x) Shramdan for about an hour at cleaning the village, digging compost pits or plantation of orchards or avenue trees, or the undertaking of any community work should be encouraged.

The participation by the host villagers should be ensured by previous discussions with the members of the panchayat board, the village elders and the school teacher and by giving wide publicity to the programme. The host village may constitute a Shramdan Committee.

The supply of implements to the participants should be arranged.

Adequate arrangements should be made to take care of the plants if planted.

In order that the campers may not lose time, arrange for drinking water and wash at the spot.

(xi) The manner of living in the camps should demonstrate to the trainees several improved practices calculated to improve the rural conditions. Among other things, it is important to ensure that;

(*a*) Smokeless magan-choolas; adapted to local conditions, are constructed and used for cooking food;

(*b*) latrines (trench and slab) should be put up and used by the trainees;

(*c*) the garbage is collected and disposed of by trenching it and by covering it up by a layer of earth and that; and

(*d*) the used water is drawn into soak pits.

(xii) It is advisable for the officials to take advantage of these camps to understand the practical difficulties experienced by the ryots in obtaining Government's assistance in matters like loans, seeds, fertilizers, cement, etc.

(xiii) The officials who participate in the camp should stay in the host village and mess with the campers, to the extent possible. The understanding of the villagers' mind is the first essential to guided change. Therefore, such halts would be of mutual advantage to the campers as well as to the officials. Sometimes accommodation may be difficult to secure. Perhaps, some tents could be pitched. In any case, it should be possible to secure some kind of accommodation in the village. Toilets for meals may be sold to the officials.

(xiv) A staff meeting should be held at the end of the camp to evaluate the organization and contents of the programme. The Block Development Officer will maintain a register for this purpose. Among other particulars, it should contain the following information:—

(*a*) Name of the block and district.

(*b*) Name of circle.

(*c*) Name of village where the camp is held.

(*d*) Group of subjects in which the camp is held.

(*e*) Duration of the camp with dates.

(*f*) Names of leaders, their age, occupations and the villages where they come from.

(*g*) Names of Extension Officers, village level workers, etc., who conducted the camp.

(*h*) A daily summary of activities in the camp, viz., talks, discussions, demonstrations, visits, etc.

(*i*) General remarks on good points and weaknesses of the camp.

13. *Responsibilities of block staff.*—The Block Development Officer will have the overall responsibility for holding and conducting the camps. It will be primarily the responsibility of the subject-matter specialists at the block level, i.e., the concerned Extension Officers to organize the course in respect of their subject group in the various Gram Sevaks' Circle, turn by turn with the active assistance and support of their District, Regional and State Officers.

It will be the duty of the Social Education Organizer to assist the subject-matter specialists by arranging dissemination of information through the various methods at his disposal, such as films, charts, etc., and in arranging entertainments.

The village level worker would be responsible for all arrangements at the camp in the selected village. He will make all necessary preparations and support the specialists in the matter of imparting instructions.

Before conducting a camp, the Block Development Officer should discuss thoroughly the plan with the Block staff so that they understand clearly the objectives and the concerned officers are fully prepared in advance to plan and run it.

14. *Issue of printed certificates.*—The village leaders trained in these camps may be awarded printed certificates to encourage them. These certificates should be signed by the Collector himself and issued to the trainees on the last day of the camp.

Suggested specimen certificate.

(Crest of the State Government.)

Government of .

Planning and Development Department.

Sri|Srimathi|Kumari of village attended the Village Leaders' Training Camp in group of subjects held in village in National Extension Service|Community Development Block from to .

He|She has undertaken to adopt improved practices in to educate his brother-farmers in improved agricultural practices and to promote all organizational activities leading to increased production.

Station .

Dated

District Collector.

* Mention here the subject such as Agriculture, Animal Husbandry, Pottery, Piggery, etc.

(70)

MEMORANDUM No. 365451-R.D.P.-VIII/57-6, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 14TH OCTOBER 1957.

[Community Development Programme—Social Education—New Type of Village Leaders' " Subject-Matter " Camps—" Synopsis of the course "—Communicated.]

[*Reference.*—(1) G.O. Ms. No. 2683, Rural Development Projects, dated 13th September 1957, (2) Memorandum No. 98099–R.D.P.–PVII/57–1, Public (Rural Development Projects), dated 20th September 1957, and (3) From the Ministry of Community Development, Government of India, New Delhi, dated 24th September 1957, No. 4 (10)/57-T.G.

A copy of the " Illustrative Synopsis " of the course, referred to as " Syllabus " of the Village Leaders' Training camps in the last paragraph of the Government Order first cited, is communicated to the Assistant Development Commissioner (Training), Madras, Collectors, Block Development Officers and District Agricultural Officers for their information and guidance in preparing a " Training Programme " for the conduct of " Agriculture group " of " Subject-Matter Camps " during the year 1957–58 (October). The suggestions contained therein may be adopted with the amendments and modifications suggested by the District Agricultural Officers to suit local conditions. Particular emphasis should be laid on the follow-up programme given in the concluding pages of the " Synopsis of the course ".

ENCLOSURE.

SUPPLEMENT TO REVISED DRAFT MANUAL—SEPTEMBER 1957.

[Community Development and National Extension Service Programme—Village Leaders' Training Camps—Programme of Training at the Extension Training Centres.]

The following programme of training is suggested at the Extension Training Centre for the training of agricultural extension officers in the methods of organizing the training camps of farm leaders. It is essential to ensure that the synopsis of courses, and the lists mentioned below are prepared by the Agricultural Extension Officers during their training before they leave the Extension Training Centre:—

First day.—(*a*) Object of camps.

(*b*) Organization of training camps.

(*c*) Preparation of notes on organization of training camps particularly by the Social Education Organizer developing a plan for the organization of farm leaders' training camp suited to his block. After the plan is prepared four or five typical plans may be picked up for discussion and improved. Difficulties encountered with regard to the plan may also be discussed.

(*d*) Methods used for training of farm leaders.

Second day.—(*a*) Discussion on the synopsis of the course prepared at the Extension Training Centre as regards the suitability of its contents.

(*b*) Preparation of a synopsis suited to the block by the Agricultural Extension Officers based on the model supplied at the Extension Training Centre.

Third day.—(*a*) Discussion of five selected courses in the blocks. Discussions of difficulties encountered in preparing the synopsis suited to each block. One or two test periods to test whether the work provided for a particular period is adequate and interesting.

Fourth day.—(*a*) Preparation of a list of audio-visual aids to be used at the training camp of the farmers.

(*b*) Preparation of a list of exhibits and models to be used in connexion with the training camps.

(*c*) Preparation of a list of demonstrations to be organized at the training camp. Against each demonstration, record the equipment and facilities required for conducting that demonstration. The selection of the right kind of agricultural implements suitable for the area is of the utmost importance. It is also very important that the use of the implement and equipment is demonstrated in the right way and by a person quite familiar with handling it. Farmers are quick to notice a person handling a farm implement awkwardly and if they see this their confidence in the demonstration is likely to be shaken. These matters have to be impressed on all Extension Officers at the training.

(*d*) Break-up into groups of 5 or 6 each and ask each group to lay out demonstrations as per list provided for the group.

Fifth day.—Continue with the demonstration that may not have been completed on the previous day and discuss the difficulties encountered in the conduct of demonstrations. The training camp ends.

Synopsis of the course.

(The synopsis given below is illustrative only and need not be strictly adhered to. A synopsis on similar lines must be prepared by each Extension Training Centre based on the needs of the region in which the Extension Training Centre is located. The synopsis should contain precise and specific recommendations in the field of agriculture suitable for the region. Modelled on this synopsis each Agricultural Extension Officer will prepare a synopsis suitable for this block. This synopsis will be prepared during the training period at the Extension Training Centre and will be approved by the District Agricultural Officer. The synopsis for the region prepared at the Extension Training Centre should be approved by the Deputy Directors of Agriculture of the region concerned.)

Item 1—*Introduction* (1 *period*).—Objects and methods of community development and the place of agriculture in the welfare of the community. The importance of farmers in the community.

Item 2—*Foundation* (2 *periods*).—The grandfather had more land, better bullocks and milch animals. My father had less land and a fewer milch animals. I have still less land, poor bullocks and no milch animals. My son will have still less land and poorer animals unless I act now. My grandmother used firewood, my mother used some firewood, some stalks of crops and a little of cow dung. The eyes of my wife are all the time choked with the smoke from the cow dung cake. What will be the condition of my son's wife. The lands used to yield bumper crops in my grandfather's time. I am not satisfied with my crops. That shall be the fate of my son. I must lay the foundation for good farming and build up the fertility of my fields.

Conservation of cattle manure and urine.—In manurial value the urine is twice as rich as the dung which we are forced to burn. The urine that is now wasted, if conserved, will be of great manurial value. It does not cost any money to conserve the urine but I have to make up my mind to conserve it. How can I conserve it? There are three simple ways of conserving urine:—

(i) Collect the urine in a pit near the bullock shed and carry it every day in a ghara to the compost pit.

(ii) Spread straw and other crop waste on the floor of the bullock shed and allow it to absorb the urine. Put this straw into the compost pit every day.

(iii) Sprinkle every day fresh earth on the floor of the bullock shed and allow it to absorb urine. Remove the earth to the manure pit every day.

Composts.—Every year every field should receive cow dung or green manure at the rate of 50* maunds 4,000 pounds to an acre. I do not have that much of manure nor can I buy it. How can I produce enough manure for any fields?

(i) Put all the house-sweepings and refuse in the compost pit.

(ii) Put all the weeds in the fields and around my house in the compost pits.

(iii) Since the above two measures will not produce enough of compost for all my fields, I must plant on my field bunds, on field boundaries perennial plants like Ipomea Carnea, Karanj or plants like Jayant, Dhaincha and Sunn-hemp. The branches of these trees and plants when sufficiently grown will be cut and put in the compost pits made in the fields.

(iv) When I take so much trouble to produce enough compost I should like to make sure that I prepare a good quality compost. The compost that we generally make loses half of its manurial value because it is defectively made. There are three ways of making a good compost:—

(*a*) Adopt sectional filling of compost.

(*b*) Plant a tree near a compost pit so that there is shade over the compost pit.

(*c*) While preparing compost add bone meal or super-phosphate at the rate of 10 seers—20 pounds for every cart-load (10 maunds or 800 pounds) of ripe compost. This is roughly equal to one handful of bone-meal or super-phosphate for every basket that goes in the compost pit.

Green manuring.—After taking all the pains to prepare better and more compost, I find it difficult to manure every one of my fields. What shall I do? There are two methods of green manuring—

(i) Raising of green manure crop in one field and applying it to several of my other fields. A good crop of dhaincha, sunn-hemp, guara, cow-pea or urd-grown on an acre can be applied from 3 to 5 acres of land provided the land is near by and I do not have to carry the green manure very far. I shall try to apply 50 maunds—4,000 pounds of green manure per acre. Similarly, I can use jungle leaves, and leaves of my trees for green manuring, particularly on paddy lands.

(ii) The second method consists of raising green manures in the field and ploughing it in the same field. Since green manure is to be grown in the rainy season, I shall lose a food crop if I raise a green manure crop. What is the solution?

If our fields are ploughed and prepared in summer, we can sow with the first good rain a crop of moong (greengram), urd (blackgram), lobia (cow-pea), kulthi (horsegram) and plough these up after 4 to 5 weeks when I shall get about 25 maunds (about 20,000 pounds of green manure per acre). In some years the early rains may not be good and my green manure crop may fail but since I am a farmer I have to take the risk. This method will be particularly useful on crops like paddy which are sown or planted 4 to 6 weeks after the first rain. In crops like maize, bajra and jowar which are often planted soon after the first rain, I can grow the same crops between the lines of jowar, bajra, cotton, maize, etc., and plough the green manure crop under six weeks after on paddy which is sown broadcast. I can adopt the same practice with sunn-hemp or other pulses. I can also raise a nursery of dhaincha along the borders of paddy fields and even in between the lines of paddy. Some of the border plants will be left for seeds and others will be buried into the paddy by trampling them.

When the fertility of my fields has risen, I can even afford to miss a part of my rainy season crop and can sow green manure and plough it under. I cannot, however, get the seeds of the green manure crop of sunn-hemp or dhaincha. Either they are not available or the price is too high. Each good farmer must produce his own requirements of seed. Don't use a green manure crop the seed of which you cannot produce yourself, as thereby you are depending on others for building up of your fertility which is not good. Should I green manure my fields every year? For securing every increasing yields I must green manure, i.e., at a rate not higher than 75 maunds of green manure to an acre. Can I apply heavy cow dung once in three years to the fields? It is better to apply one-third of the quantity every years as that will give you higher yields

+ Express all weights and measures in local weights and measures.

over a period of three years. When the field is prepared for sowing the green manure, apply superphosphate at the rate of about 2½ maunds for irrigated areas and areas of rainfall over 45 inches and at the rate of 1½ maunds for low rainfall areas. If after applying the superphosphate or bone-meal the seeds of green manures are sown, the crop of green manure is better and the nitrogen content of the green manure increases. If a crop other than paddy is to be sown soon after green manuring, a light dose of ammonium sulphate at the rate of about 30 seers to an acre may be applied to give a good start to the succeeding crop.

Supplementing with fertilizers.—Even in fields which are green manured and which have received compost and cow dung, it is necessary to apply fertilizers in moderate doses. It is not good to use ammonium sulphate only, as soil requires phosphates as well as potash (here specify the crops of your area which require phosphate and potash manuring in addition to nitrogenous fertilization). Can fertilization be used in dry areas? Even in irrigated areas we do not use full requirement of fertilizers and because of that we are not able to make full use of the irrigated water. The yields in irrigated areas are also very low and could be substantially increased if fertilizers (here specify the type required for your areas are applied). In areas which receive as low as 15 inches of rainfall, phosphatic and at places potasium fertilizers can be used in places. A small dose of nitrogenous fertilizer, if it is applied at proper time, could also prove profitable. The secret in dry areas is to get the plants to grow quickly so that the roots go down deep and they can withstand the drought. Superphosphate and potash increase the capacity of the crop to withstand drought and bear fruit.

Fuel plants.—We are forced to burn dung cakes. We have no firewood so that our sons may be able to apply dung to the land. I shall plant firewood in waste lands and field bunds and on the borders. Fuel trees suitable for my area are and they can be grown and raised in (such and such) manner.

Item 3—Worthwhile cultivation (three periods).—Now that I have decided to build up the fertility of my fields it is worthwhile for me to cultivate the crops well though this will mean still harder work and greater care. In agriculture it is important that everything should be done timely and promptly but the following five are the main principles of good cultivation:—

(*a*) Use of sound, selected and treated seed for sowing.

(*b*) Good preparation of the field for sowing which includes good manuring and good tilth.

(*c*) Quick and timely sowing the lines.

(*d*) Thinning of the stand, good weeding and good interculture.

(*e*) Top dressing with fertilizers at the proper time.

Now that we have accepted the principles of good cultivation, we may see how they are applied to the principal crops of the block.

Paddy.—Selection and treatment of seed, improved variety, raising of seedbed including its manuring, preparation of the field for transplanting and manures and fertilizers to be applied before transplanting, spacing, weeding and interculture, control of pests and disease and white-ant, planting time, planting method, manuring and planting, irrigation, interculture, top-dressing, riding and earthing up insect pests and diseases.

Maize.—Use of hybrid seed, heavy fertilization, line sowing thinning, weeding and interculture, pests and diseases. Inter-cropping with green manure.

Gram, jowar or bajra.—Application of cow dung and compost and superphosphate in bands in the plough furrow according to Saurastra Method. Selection of suitable varieties, selection of seed, treatment against disease, spacing and line sowing, thinning and interculture, top dressing, pests and diseases. (The improved method of cultivation of different crops can be treated in the same manner as per illustrations of the crops mentioned above.) It should not be necessary in a block to deal with more than six crops. Two or three crops can be dealt with in each period.

Item 4—Money crops and me (one period).—(*a*) Higher acre yields of food crops which will come as a result of better manuring and better cultivation, will make it possible for me to sow a larger area with money crops but money

crops require greater investment. More investment is worthwhile if the fields are fertilized and the farmer hard working. For a lager investment a co-operative loan is the most common solution. Experience of many farmers with co-operatives has not been happy. Many want credit but few wish to repay the loan. Co-operatives can lend if members repay in time and pledge the produce to the co-operative and market it through the co-operatives. Every one wants to take credit but only a few invest their savings with the co-operatives. How can co-operatives co-operate, if we do not co-operate. Who else other than we can make the co-operative function satisfactorily. We cannot remain sleeping partners in the co-operative. If there is anything wrong with the co-operatives, it is with the workers and the members and if each one of them do their duty as a member and as a worker the co-operatives can function all right. Co-operative is ours and we cannot give up hope in ourselves.

(*b*) What can my panchayat do to help agriculture? It can repair in time the common irrigation works. It can settle land and water disputes in good time. It can control the village cattle to prevent the damage to the crops. It can lay down the minimum standards of cultivation for the principal crops. If, it can do all that, I should see that it enjoys the confidence of the village. What can I do to help my panchayat?

Item No. 5—How to make two blades of grass grow where one grows (one period).—How can two crops be grown where one is grown at present? How can three crops be grown where two are grown at present? The basic principles for intensifying the cropping are as follows which may be illustrated with local possibilities and local crops to explain the points at issue.

(i) Instead of using late maturing varieties, if early maturing varieties are sown it may promote the sowing of the subsequent crops like wheat, early cotton, oilseeds, early maize, early millets, etc.

(ii) Use of new or better implements will enable the quicker preparation of the soil for sowing and will reduce the number of operations to be done. Instead of ploughing the rabi land 8 to 10 times with the country plough, the use of mould board plough followed by that of cultivator reduces the number of bullock days required for preparing the land for rabi sowing. Thus with a limited bullock power a larger area can be sown during the rabi. Similarly, the use of green manuring trampler or wet land puddler reduces the number of bullock days required for the preparation of paddy fields.

(iii) Soil conservation practices help to conserve the soil and moisture. Bunding of fields is facilitated with an implement like bund-former. Contour ploughing, strip cropping of legumes and non-legumes, and rotations of crops help in preventing soil erosions and provide the basis for good farming. Dry farming practices recommended for dry areas may be explained.

(iv) Better water lifting devices such as oil engine pumps, electrically driven pumps, persian wheels, reduce the pressure on bullocks, lift more water per hour and make the irrigation of the larger land possible. An additional irrigated crop may be raised. What are the problems of intensification of cropping in your block? How they can be solved?

Item 6—Improved agricultural implements (2 periods).—Improved agricultural implements are meant to help the farmer by enabling him to do his work quicker and in time and with less labour and at lower cost. Some implements make the work easier as they reduce the physical strain both on the bullocks and human beings.

(*a*) *Implements which are used for preparation of the land.*—Wood board ploughs, iron ploughs, wet land puddler, harrows and cultivators (the cost of each implements, its availability, its output, its advantages and disadvantages may be described).

(*b*) *Sowing and interculture implements.*—Seed drills, hand dibbler of wheat, cultivators, narrows and ridgers, Japanese paddy weeder.

(*c*) *Water lifting appliances.*—Oil engines, electrical motors and pumps, persian wheels and low-lifting appliances.

(*d*) *Harvesting and threshing and winnowing appliances.*—Guntaka or blade harrow for harvesting the groundnut, cotton stalk-puller, maize sheller, Japanese paddy thresher, Olpad wheat thresher, winnowers.

(*e*) *Improved tools*—Sickles, khurpis, spades, etc.

(f) *Reclamation and soil conservation implements.*—Buck scrappers, bund formers (only deal with those implements which are recommended in your area. Mention for each implement advantages and disadvantages, outturn of work, its cost and where from available. Mention those that are suitable for being owned by individuals and co-operatives).

Item 7—Irrigation and drainage (one period).—Irrigation water is wasted because the fields are not levelled, the channels are leaky and the practice of flooding the fields has grown up because of uncertainty regarding the availability of next watering. Economy of water is practised when the water is lifted from a well by manual or bullock labour. In such cases the irrigation beds are small and channels are in good order.

Often along with irrigation, drainage has to be provided. Irrigation at some places causes salinity. How to combat and how to drain the land.

Irrigation requirements of crops, size of irrigation beds and frequency of irrigation.

Irrigation and manuring. With the provision of irrigation the risk is eliminated from agriculture and still the crop yields in irrigated areas are low because the lands are not adequately fertilized and crops are not properly cultivated (show how the yields under irrigated crops in your block can be improved).

Item 8—Storage of grains (one period).—Better methods of storage recommended for the area.

Item 9—Health giving foods for the family (one period).—Fruits, vegetables and milk products are required for the health of the family. How can the area under vegetable be increased? How can the consumption of vegetables be increased for the family? Is there any scope for an horticultural programme? What fruits are suitable for the area? Can these be grown in the backyard or in the fields, so that each family produce some of its own fruits needs. How can the yield of fruit and vegetables be increased? What varieties are recommended? What manurial and cultural practices are recommended for the principal crops? How fruits and vegetables could be preserved conveniently in a village? Plan for a regular supply of vegetables all the year round.

Item 10—The farmer and his animals (one period).—(This can be prepared in cosultation with the Animal Husbandry Officers.)

How can loss due to death of animals be reduced? What preventive action is possible against the most common animal diseases in the area? How can the entire village take preventive measures?

How can the quality and quantity of animal food and fodder be improved? Washing of paddy straw in the water. Increasing the area under fodders. Raising of green fodders. The value of oil cakes as a concentrate. How can the breed of animals be improved, breeding bulls, key village schemes, artificial insemination centres? Regular fodder production throughout the year.

Item 11—The role of farm leaders and the training of future farmers (2 periods).—(i) Teaching and introduction of improved methods of cultivation amongst the members of the groups, whose trusted leaders they are.

(ii) Preparation of agricultural production plan for the family. Exercises in the preparation of this plan for the family of the farm leader (form appended).

(iii) Follow-up work with the farm leaders. Should there by monthly or quarterly meetings of farm leaders of a village? How often should the farm leaders of the village level worker's circle meet together. What should be the arrangements for the self-study by the farm leaders? What development literature should be supplied to farm leaders and how will they disseminate the information received through such literature?

(iv) Should visits of farm leaders be arranged to selected villages in the block and in the adjoining block? When such visits should be arranged? What should be the duration of the visit and how the cost should be met?

(v) Will the farm leaders undertake to show the visitors around the fields in their village. Where can the village level workers and the Agricultural Extension Officer and Block Development Officer meet the village leaders as a group? How often such meeting should be held? What arrangement should be made for the advance training of the village leaders and when can such training camps be arranged?

(vi) How can individual projects undertaken by the members of the farm youth clubs be supervised and guided properly? What should be the duties of the farm leaders in respect of farm youth club?

(vii) Is there any action on the part of woman necessary for the improvement of agriculture, and if so, how they can be organized?

Item 12—*Special lectures* (2 *periods*).—These periods are proposed to cover the special needs of the area. Under these lectures subjects like poultry rearing, bee-keeping, floriculture, paddy-*cum*-pisciculture, etc., may be taken up to meet the special needs of the area.

Form for the preparation of an Agricultural production plan for the family by the farm leader (*Part A*).

Name of the field.	*Area of the field.*	*Previous year's crop.*	*Previous year's yield.*	*Previous year's manuring.*	*Proposed crop.*	*Proposed manuring.*	*Estimated yield.*	*Additional income estimated.*	*Additional investment estimated.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
(i) Brick field.										
(ii) Banswala.										

Part B.

Items of investment. (1)	*Cost.* (2)	*Source of finance.* (3)
	RS.	
Irrigation well	1,500	Government loan.
Ammonium sulphate 5 maunds ..	70	Own savings.
Hybrid Maize seed 2 maunds ..	60	Co-operative loan.

Follow-up work with the farm leaders.—The mere training of farm leaders without adequate follow-up work will produce very little result. The follow-up should aim at the following:—

(*a*) The establishment of channels for frequent contact between the farm leaders and the extension agency of the National Extension Service|Community Development block.

(*b*) The undertaking of a project by each farm leader for utilizing knowledge recently acquired and for gaining confidence. Incidentally, this provides a bridge for sustained interest between the farm leader and the extension worker.

(*c*) The provision of facility for farm leaders to undertake educational activities amongst brother farmers and members of their groups through the organization of farm youth clubs and similar other bodies under the panchayat.

(*d*) The provision of facilities for farm leaders to exchange experience, to learn new techniques, to discuss mutual problems and to derive the satisfaction that they belong to a useful and influential group in the community.

(*e*) To provide incentives and recognition so that the spirit for good work is sustained.

The methods suggested for achieving the abovementioned five objectives are enumerated below:—

(1) (i) The Gram Sevak should visit the farm leaders frequently and meet them individually as well as in a group.

(ii) The Agricultural Extension Officer of the block should meet all the groups of farm leaders at least once in two months and the meeting should last for two hours at least.

(iii) The Block Development Officer and the Inspecting Officers should, during their visits to the villages, contact the farm leaders and use them as contact-men for carrying on agricultural extension work.

(iv) The farm leaders may be given a standing invitation to call on the Block Development Officer and Agricultural Extension Officer when they happen to visit the headquarters of the block.

(v) The Agricultural Extension Officer may write a greetings letter three to four times a year to the farm leaders on occasions such as Holi, Dewali, Independence Day, Id, Christmas, etc. The greetings letter may incidentally enquire about the progress of the farm leaders' activities and may also convey a brief account of what has been done in the block in the field of agriculture. The letter should not be too long and should be in very simple local dialect. Service postage may be utilized for this purpose.

(2) Each trained farm leader should be persuaded to undertake a project in which he can utilise some of the knowledge which he learnt at the Training Camp. The Agricultural Extension Officer of the block should prepare a list of the projects suitable for his area and he should guide the farm leaders in the choice of the project and its execution. The projects may consist of such items as green manuring, Japanese method of paddy cultivation, raising of a crop of hybrid maize, poultry keeping, bee-keeping, etc. For each project specific steps should be worked out and very simple records should be devised so as to ensure that on the conclusion of the project, exact information can be secured for convincing the farm leader and his group. Where spectacular results are achieved, photographic records may be kept. The village level worker can assist in keeping necessary records and the Agricultural Extension Officer should during his visits see the projects and check up the records. The village level worker should arrange the visits of farm leaders for studying the projects within the villages in the block.

The farm leaders may be encouraged to organize group projects which can be executed with the help of the group members as this serves as a test of useful leadership.

(3) The farm leaders may organize a farmers' club with the sole object of encouraging the learning and practices of improved agriculture, self-help and mutual co-operation. The club may organize training classes or camps for training the members in improved agricultural practices and may organize mutual aid teams to help the brother farmers in land reclamation, soil conservation, construction of minor irrigation, planting and harvesting of the crop, etc. The clubs should be non-political and should function in co-operation with the Gram Panchayat and the co-operative society. These clubs may be visited by the village level workers, Agricultural Extension Officers and the Block Development Officers. The clubs may be encouraged to invite visiting teams from the sister clubs in the block to study the working of the clubs. Where should be a systematic programme for this purpose so that the organization of clubs is promoted and the clubs which are not functioning properly are induced to improve.

(4) Regular periodic meetings should be arranged of active farm leaders. At these meetings the progress of their work, the problems and difficulties and future programme may be discussed. Some of the active farm leaders may be encouraged to assist the farm leaders of the neighbouring villages in carrying out a selected programme. Special training programmes for active farm leaders may be organized at block headquarters or at a farm so as to provide advanced training on specialised problems.

(i) The farm leaders of a village may meet at least once in two months in the presence of the village level worker.

(ii) All the active farm leaders of the village level worker's circle may meet once in six months in a leading village. At this meeting Agricultural Extension Officer should be present. Though the main idea of the meeting is to review the progress and to prepare plans for future progress, a short training can be arranged along with such a meeting.

(iii) There should be an annual meeting of the farm leaders of the block. At this meeting not more than one farm leaders should be represented from a village, and the farm leader who is to represent the village may be elected by the farm leaders of the village. Members may also be selected at this meeting for visiting the adjoining blocks for studying the special problems or for assisting the neighbouring blocks. The District Agricultural Officer should attend this meeting. Instructors of Extension Training Centre and Basic Agricultural Colleges may also attend in their own block.

(5) (i) The active farm leaders may be invited to attend the public functions such as opening of schools, institutions, parades and ceremonial occasions.

(ii) When trial of new methods of farming are to be tried out, this should preferably be done with the farm leaders.

(iii) All the extension literature that is to be distributed to farmers should also pass through these farm leaders.

(iv) The farm leaders may be associated with the planning and distribution of supplies of seeds, fertilizers, etc., required for farming.

(6) *Aids for the follow-up work.*—(i) It might be useful for the block to provide certain literature and posters required in connexion with educational and club activities of the farm leaders.

(ii) Re roneoed news-letter issued once a month or a fortnight dealing with the activities of the farm leaders may be brought out by the block and circulated to the members in the block. This may in some cases take even the shape of a printed letter covering four to five blocks where the agricultural conditions are similar. A list of leaders in the blocks may also be published.

(iii) The selected farmers may be encouraged to broadcast their experiences on the rural or chaupal programme of the All-India Radio wherever convenient.

(iv) An outstanding farm leader in a district may be provided with travelling facilities so that he is enabled to talk to farm clubs about his experience and activities. Such trips may be made within and outside the district. Similar facilities may be provided within and outside the block.

(v) The State Department of Agriculture should undertake to produce suitable literature dealing with improvements in agriculture which could be used by farm leaders an an educational aid or for their own learning. The usefulness of the literature issued should be discussed at the block level meetings of the farmers.

(vi) At the block level meeting of the farm leaders a list of research problems requiring solutions may be made and this list may be passed on to the Agricultural Department for necessary action. The progress made in research may be reported at the next meeting, one year later.

(vii) In matters of subsidy or supply of free materials such as seeds, fertilizers and plant protection equipments, no preference should be given to the farm leaders as the receipt of such preferential free supplies may lower the farm leaders in the estimation of their groups.

(viii) Each village level worker may keep a register leader-wise to watch the follow-up programme in his circle. Nine or ten pages may be allotted to each farm leader. This would contain a brief statement of the farm leaders' activities.

(81)

G.O. Ms. No. 2595, PUBLIC, DATED 19TH AUGUST 1955

[Local Development Works—Grants for School Buildings for Harijans—Sanction regarding—Orders passed.]

READ—the following paper :—

From the Director of Harijan Welfare, dated 4th May 1955, No. R.C.D3. 15825/55.

Order—No. 2595, Public, dated 19th August 1955.

The Director of Harijan Welfare has proposed that the concession allowed in G.O. Ms. No. 2570, Public, dated 23rd December 1954, may be made applicable for school building works for the benefit of Harijans, taken up under the Local Development Works programme, as the Harijans are economically backward and unable to meet their share of 50 per cent of the cost of such works, the Government have carefully examined the matter and issue the following orders :—

(1) School building works for Harijans taken up under the Local Development Works programme will be eligible for grants as indicated in G.O. Ms. No. 1594, Public, dated 16th May 1955.

(2) The Harijans should contribute by way of labour and for materials to an extent of Rs. 100 for each building sanctioned.

(3) The balance of cost will be met by Harijan Welfare Department.

(4) Applications for such grants and sanction of works should be sent to the District Collectors concerned by the Director of Harijan Welfare.

(82-A)

MEMORANDUM No. 36774-RDP—ACCTS.E-55-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 19TH DECEMBER 1955.

[Planning Commission—Local Development Works—Sanctioned works without detailed estimate—Model form of Proceedings—Communicated.]

Reference.—(1) G.O. Ms. No. 640, Public, dated 28th February 1955, and (2) From the Collector of North Arcot, dated 30th November 1955, No. H.4–32663–55.

With reference to paragraph (2) of his letter cited, the Collector of North Arcot is requested to adopt the model form of proceedings

given in the annexure to this memorandum with suitable modifications where absolutely necessary, in specific cases, for according sanction for execution of works without prior estimates, under Local Development Works Programme.

ANNEXURE.

(MODEL FORM OF PROCEEDINGS TO BE ADOPTED IN SANCTIONING EXECUTION OF WORKS WITHOUT PRIOR ESTIMATES UNDER LOCAL DEVELOPMENT WORKS.)

PROCEEDINGS OF THE COLLECTOR OF DISTRICT.

PRESENT :

SRI ,

Collector of

No. . Dated

[Planning Commission—Local Development works— district, taluk, village—Execution of works—Without prior estimates—Sanctioned.]

Read

Under the powers vested with the Collector in G.O. Ms. No. 640, Public, dated 28th February 1955, sanction is hereby accorded to the execution of under the Local Development Works Programme, without prior estimates, subject to the conditions laid down in G.O. Ms. No. 640, Public, dated 28th February 1955, and also those mentioned below:—

(i) Payment of the grant will be made on the basis of an assessment by a technical officer and such an assessment is binding on the beneficiary.

(ii) No grant should be recommended by the assessing authority unless he is generally satisfied that the work is structurally sound, i.e., it would endure and has been satisfactorily executed.

(iii) The grant payable should be limited to 50 per cent of the cost of the work as assessed or Rs. 1,500 (rupees one thousand five hundred only), whichever is less.

(iv) The expenditure should be debited to "63. B—Community Development Projects, National Extension Service and Local Development Works—(iii) Local Development Works."

(v) The work should be started at once and completed on or before , failing which the work will be deleted from the programme and no grant will be paid.

Collector.

(82-B)

MEMORANDUM No. 49554-RDP-VI-55-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 23RD DECEMBER 1955.

[Community Development Programme—Panrutti Block—Communications—Classification of roads.]

[*Reference.*—From the Block Development Officer, Panrutti, dated 15th November 1955, No. Roc. C. 3904/55.]

The Block Development Officer, Panrutti, is informed that 'Katcha' road means earthen road which has not been metalled. Pucca road means a road with water-bound macadem or any superior

surfacing. His attention in this connexion is invited to paragraphs 10, 15, and 16 of the Manual on Village Road Construction published by the Community Projects Administration (Community Projects Administration Series No. 28).

2. The Block Development Officer, Panrutti is also informed that no grant for the formation of earthen roads is permissible under the Community Projects or National Extension Service Schemes.

3. He is informed that he should address Government through the Collector in future.

(83)

MEMORANDUM No. 62120-R P-ACCTS.-C/55-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 30TH DECEMBER 1955.

[National Extension Service—Community Projects and Local Development Works—Delegation of Powers—Sanction of schemes and Expenditure—Procedure.]

Reference.—Government Memorandum No. 1317, R.D.P.-IX/54-1, Public (Rural Development Projects), dated 8th November 1954.

The attention of the Collectors, Project Executive Officers, and Block Development Officers (Community Projects and National Extension Service) is invited to the Memorandum cited (copy enclosed) in which instructions regarding the procedure to be followed in the issue of sanction orders were issued. A copy of letter No. CA.III.VII.360, dated the 23rd November 1955, from the Accountant-General, Madras is also enclosed.

2. The Collectors, Project Executive Officers and Block Development Officers (Community Projects and National Extension Service) should in future closely observe the instructions in communicating sanction orders to the Accountant-General, Madras and to the Government.

3. (1) Sanction orders relating to Community Projects National Extension Service and Local Development Works issued by a Collector should be signed and communicated to the Accountant-General, Madras by one of his personal assistants to whom the necessary powers may be delegated by the Collector.

(2) In the case of Project Executive Officers, Block Development Officers (National Extension Service and Community Projects whether Gazetted or non-gazetted) the sanction orders to be communicated to audit and the Government should be signed only by them.

ENCLOSURES.

(1)

Memorandum No. 1317-*RDP.-IX*|54-1, *Public (Rural Development Projects), dated 8th November* 1954.

[National Extension Service—Schemes—Sanction of Schemes and Expenditure—Procedure.]

[*Reference.*—G.O. Ms. No. 1310, Public (Rural Development Projects), dated 9th August 1954, and G.O. Ms. No. 1546, Public (Rural Development Projects), dated 3rd September 1954.]

In the orders cited the Collectors, Block Development Officers and Principals, Gramasevak Training Schools have been delegated with powers to sanction schemes and expenditure. From the copies of sanction orders received by Government, it is observed that there are several defects in such orders. The Collectors and other officers empowered to accord sanction for expenditure on the schemes works, etc., are requested to observe the following instructions:—

(*a*) The instructions contained in Article 45–50 in the Madras Financial Code, Volume I, should be closely followed. Copies of each sanction order should be communicated to audit by the sanctioning authority over his signature or over the signature of a Gazetted Government servant nominated for that purpose;

(*b*) the amount sanctioned should be rounded off to the nearest rupee;

(*c*) the head of account to which the expenditure is debitable should be clearly indicated; and

(*d*) brief particulars of the scheme, or nature of work, the total cost of the scheme or work and the amount contributed by beneficiaries and the share of Government grant should be clearly indicated in each sanction order.

(2)

Letter from the Accountant-General, Madras, to the Secretary to the Government, Finance Department, dated 23rd November 1955, No. CA. III. VII-360.

[Communication of Financial sanctions to Audit.]

I am to invite a reference to Article 45 of the Madras Financial Code, Volume 1, wherein it has been stated that when the head of department or any other subordinate authority issues an order sanctioning expenditure, either the sanctioning authority itself or a gazetted Government servant working in the office of that authority should ordinarily communicate the order to this office. I am to state that no uniform procedure is being followed by the Departmental officers in communicating sanctions to this office. Generally the sanctions received in this office from the officers are merely signed "For ...." (the sanctioning officer) without giving any indication that the sanctions have been accorded by the competent authority. It would be better if all the heads of departments are asked to adopt an uniform procedure and to communicate financial sanctions in the following forms which is being followed in the case of Government orders issued by the Departments of the Secretariat.

2. Copies of the orders and proceedings of such sanctions may be communicated to audit in the following form.

(The signature ABC shall be printed or typewritten or copied, the signature DEF being the actual signature of the authenticating officer.)

3. A copy of the circular letter to the head of departments issuing instructions on the above lines may kindly be endorsed to this office for information.

(84)

G.O. Ms. No. 121, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 12TH JANUARY 1956.

[Community Projects, National Extension Service, Local Development Co-operative Schemes—Beneficiaries contribution remitted in cash into the Treasury—Refund of entire contribution—Delegation of powers to the Collectors—Ordered.]

READ—the following papers :—

G.O. Ms. No. 1719, Public (Rural Development Project) Department, dated 28th May 1955.

Government Memorandum No. 6030-RDP-IX/55-1, Public (Rural Development Projects), dated 9th July 1955.

Government Memorandum No. 3287-RDP-Accts.E./55-2, Public (Rural Development Projects), dated 3rd September 1955.

Order—No. 121, *Public (Rural Development Projects), dated 12th January* 1956.

The Collectors and Project Executive Officers have been delegated with powers to sanction refunds, if claimed, for such bona fide excess contributions remitted by the beneficiaries in respect of the works under Community Projects, National Extension Service, Local Development Works Programmes and the Village Road Development Co-operative Scheme without any monetary limit, in the Government Order and the memorandum read first and second above. However, in respect of the claims for the refund of the entire contributions by the beneficiaries, the power to sanction the refunds on account of the works being dropped or for other reasons, was reserved by the Government to themselves, in their memorandum read third above.

2. The Government after a careful re-examination of the question, now direct that the Collectors themselves may sanction also refunds claimed for such bona fide entire contributions remitted by the beneficiaries in respect of works subsequently dropped under Community Projects, National Extension Service, Local Development Works and Village Road Development Co-operative Schemes, without any monetary limit. The refund of contributions remitted for the works or schemes sanctioned by the Block Development Officers or the Project Executive Officers should also be authorized by the Collectors.

3. The procedure prescribed in Articles 32 to 35 of Madras Financial Code, Volume I, should be observed while authorizing the refunds.

(85)

MEMORANDUM No. 4096–RDP–VI/55–8, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH JANUARY 1956.

[Local Development Works—Payment of hire charges for tools and plants lent by the Highways of Public Works Department —Instructions issued.]

The Accountant-General, Madras, has brought to the notice of Government that hire charges are being paid for tools and plants lent by the Highways and the Public Works Department for Local Development Works and has enquired whether such tools cannot be supplied free of charges. The matter was examined in consultation with the Chief Engineer (Highways) and the Chief Engineer (Public Works Department) (General). The following orders are issued.

2. (*a*) When tools and plants such as Power Rollers, Lorries, Concrete-mixers, Graders are lent by the Highways, or the Public Works Department for use in execution of Local Development Works, the usual hire charges should be paid for such tools.

(*b*) Stone-rollers, pick axes or mammuties required for Local Development Works, will be supplied by the Highways Department free of charges. The Collectors should obtain such tools from the Divisional Engineer (Highways) concerned on loan, on a proper requisition.

3. The Chief Engineer (Highways) is requested to issue suitable instructions in the matter to the Divisional Engineer (Highways), so that tools are supplied promptly when indented for by the Collector.

(86)

G.O. Ms. No. 360, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 31ST JANUARY 1956.

[Local Development Works—Community Projects and National Extension Service—Works—Execution without detailed estimates—Further instructions—Issued.]

READ—the following paper :—

G.O. Ms. No. 640, Public, dated 28th February 1955.

Order—No. 360, *Public* (*Rural Development Projects*), *dated* 31*st January* 1956.

In the Government Order cited, orders have been issued regarding the procedure to be followed in taking up works under the Community Development Programmes without detailed estimates and the method of payment of grants for such works. The following further orders are issued :—

(*a*) *Grants payable*—(i) According to the Government Order the maximum grant payable shall be limited to 50 per cent

Government have ordered that in cetrain cases such as drinking-water wells, drains and latrines, the maximum grant shall be 75 per cent. In order to extend the simplified procedure in the Government Order cited, to such works also, the Government direct that the grant payable shall be up to 75 per cent of the cost of the work as assessed or Rs. 2,250 whichever is less. The grants payable shall be based on the maximum percentage of contribution applicable to the class of works.

(ii) The payment on the work will also include the cash contributions which have been collected in advance from Local Bodies or the public and can be paid in addition to the grant admitted with reference to item (*a*) (i) above.

(*b*) *Assessment of works.*—(i) The value of the work shall be shall be assessed by the Supervisor or Junior Engineer attached to the area or block in the case of works in National Extension Service or Community Project areas and by a Junior Engineer or Supervisor of the Highways or Public Works Departments in respect of works under the Local Development Works Programme. They shall be called the Assessing Officers.

(ii) The valuation so made shall be checked by the Assistant Engineer of the Special Sub-division for National Extension Service and Local Development Works or the Assistant Engineer attached to the Project. They shall be called the Checking Officers.

(*c*) *Measurement of Works.*—(i) The Assessing Officer should record measurements of the work. Wherever possible, he should visit the work while under execution and give instructions to the person or institution undertaking the execution.

(ii) The measurements recorded should be checked by the Checking Officer. He may also inspect the work during progress, wherever possible.

2. No strict standards as required under the Public Works Department Code will be necessary, but the work should be valued critically and the Assessing and Checking Officers should satisfy themselves that the work executed is durable. This fact should be recorded in the measurement book.

3. The Officers evaluating the works should furnish the following certificates to the drawing officer concerned, for the work assessed :—

Certificate No. 1.

Certified that the work was actually executed by the beneficiaries and the same was inspected by me on the following dates:

Dates (1) .

(2) .

Assessing Officer.

(*Junior Engineer or Supervisor*).

Certificate No. 2.

Certified that the work has been satisfactorily executed and is durable, and is assessed by me to cost not less than Rs. , in words), in accordance with the standard rates prevailing in the locality.

Assessing Officer

(Junior Engineer or Supervisor).

Certificate No. 3.

Certified that the work executed is satisfactory and durable and the valuation has been checked by me.

Checking Officer.

(Assistant Engineer of Project or of Special Sub-division).

4. The certificates furnished by the Assessing Officer and Checking Officer shall be attached by the Drawing Officer to the bill in which the amount is drawn for payment, on completion of the work.

5. The orders in G.O. Ms. No. 640, Public, dated 28th February 1955, are modified to the extent stated in paragraphs 1–4 above.

(87)

MEMORANDUM No. 49295-RDP-VI/55-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 3RD FEBRUARY 1956.

[Community Projects, National Extension Service and Local Development Works—Preparation of plans and estimates—Adoption of approved type—Designs and standard estimates—Proposals of the Divisional Engineer (Highways), Nagapattinam—Orders passed.]

[*Reference.*—From the Collector of Tanjore, dated 28th March 1955, No. Rc.K8. 11874/55, from the Chief Engineer, P.W.D. (General), dated 16th May 1955, No. 17349, Wks. 5/55–1, from the Chief Engineer (Highways), dated 5th October 1955, No. 18087–C1./55–H1.]

With his letter first cited, the Collector of Tanjore forwarded a note by the Divisional Engineer (Highways), Nagapattinam on the feasibility of adopting approved type-designs and standard estimates in the execution of building works as well as other masonry works under the Community Projects, National Extension Service and Local Development Works programmes. The Divisional Engineer (Highways) had commended the proposal on the ground that it will avoid delay in, sanction of estimates. The Government have carefully examined the proposal, in consultation with the Chief Engineer (P.W.D.), (General), and the Chief Engineer (Highways) and they pass the following orders :—

(1) Approved type-designs may be adopted for works under the Community Projects, National Extension Service and Local

Development Works Programmes, provided these show particulars above ground level only and that foundations will be designed for each building work to suit the nature of the soil and sub-soil met with at site of work.

(2) As adoption of standard estimates (priced with average rates) for all localities is not correct, estimates may be prepared based on the approved type designs, taking into consideration the actual site conditions, the cost of materials and labour obtaining from place to place, etc.

(3) Government grant should be paid only on detailed measurements and after checkmeasurement by the competent authority.

(88)

G.O. Ms. No. 507, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH FEBRUARY 1956.

[Community Development and Local Development Works Programmes—Execution of works—Entrustment to District Boards—Instructions—Issued.]

READ—the following papers :—

G.O. Ms. No. 2938, Public (Community Projects), dated 18th December 1952.

Memorandum No. 30001/C.P.-III/53-9, Agriculture, dated 22nd February 1954.

Memorandum No. 81415-RDP-1/54-2, Public (Rural Development Projects), dated 22nd September 1954.

G.O. Ms. No. 2172, Public, dated 11th November 1954.

G.O. Ms. 2178, Public (Rural Development Prjoects), dated 11th November 1954.

G.O. Ms. No. 267, Public (Rural Development Projects), dated 1st February 1955.

G.O. Ms. No. 398, Public (Rural Development Projects), dated 11th February 1955.

G.O. Ms. No. 569, Public (Rural Development Projects), dated 24th February 1955.

G.O. Ms. No. 1490, Public (Rural Development Projects), dated 5th May 1955.

G.O. Ms. No. 1716, Public, dated 28th May 1955.

From the President and Member of the District Board, South Kanara, memorandum to Minister for Finance and Education, dated 1st February 1955.

Order—No. 507, *Public (Rural Development Projects), dated* 10*th February* 1956.

Works under the Community Development and the Local Development Works programmes are generally entrusted for execution to the beneficiaries, their representatives, village committees, panchayat boards, etc., when these works do not involve a high

degree of professional technical skill. In the memorandum last read above, the President and the members of the South Kanara District Board have represented that district boards may likewise be entrusted with the execution of such works, wherever these bodies happen to be the beneficiaries. The Government accept the suggestion and direct that the district boards be also generally entrusted with the execution of these works, provided these local bodies will bear 50 per cent of the estimated cost of the works and that the services of the Project or Block Engineering personnel, including those attached to the special subdivisions (Highways) created for attending to the Local Development Works programme will not also be utilized in any manner towards the execution of these works.

2. The Divisional Engineers (Highways) and the Presidents, District Boards, are hereby permitted to dispense with the invitation and acceptance of tenders for the execution of works under the Community Development and Local Development Works programmes entrusted to the District Boards after obtaining the approval of the authorities concerned, where necessary.

(89)

MEMORANDUM No. 39475-RDP-VI/54-37, PUBLIC (RURAL DEVELOPMENTS PROJECTS), DATED 11TH FEBRUARY 1956.

[Communications—Village Road Development Co-operative Scheme—Works—Entrustment to Beneficiaries—Permitted.]

[*Reference.*—From the Collector of the Nilgiris, dated 14th January and 4th February 1956, No. 16023/55.]

It has been suggested that the road works sanctioned under the Village Road Development Co-operative Scheme may be entrusted to the beneficiaries for execution as is being done in the case of Community Projects, National Extension Service and Local Development Works. Government accept this, and permit the Collectors to entrust the works for execution to the beneficiaries following the same procedure prescribed for Community Projects and National Extension Service Works.

(90)

MEMORANDUM No. 17034-RDP.-VI/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH FEBRUARY 1956

[Community Development Programme—Communications—Classification of katcha and pucca roads—Clarification.]

[*Reference.*—From the Collector of Tirunelveli, dated 4th February 1956, Ref. No. D-3. 26373/55.]

The Collector of Tirunelveli is informed that his presumption that gravelled roads may be treated as pucca roads is correct.

(91)

G.O. Ms. No. 644, PUBLIC, DATED 20TH FEBRUARY 1956.

[Community Projects, National Extension Service and Local Development Works—Execution of Works—Sale of materials received from works dismantled or undergoing repairs—Powers of Assistant Engineer (Special)—Defined.]

READ—the following papers :—

From the Collector of Tanjore, dated 24th October 1955, Rc. No. 36633/55-K-1.

From the Chief Engineer, P.W.D. (General), dated 9th February 1956, No. 56560 AC 2/55-CR.

Reference from the Board of Revenue (Food Production), No. F.P. VII-C 48924/55-2, dated 27th January 1956.

Order--No. 644, Public, dated 20th February 1956.

The Collector of Tanjore, in his letter read above, suggested that the Special Assistant Engineers employed under the National Extension Service and Local Development Works schemes might be permitted to exercise the same powers as are exercised by the Subdivisional Officers in the regular Public Works Department in the matter of disposal of materials received from works dismantled or undergoing repairs. The matter was carefully examined by the Government, in consultation with the Chief Engineer, P.W.D. (General) and the Board of Revenue (Food Production) and they direct that the Special Assistant Engineers under the Community Projects, National Extension Service and Local Development Works programmes may exercise the same powers as are exercised by the Subdivisional Officers in the regular Public Works Department in regard to the disposal of stores of small values.

(92)

MEMORANDUM No. 4720-RDP.-VI/55-13, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 29TH FEBRUARY 1956.

[Local Development Works—Well works—Repairs to wells—Eligibility for grants under the scheme—Orders.]

During the conference of Project Executive Officers and Block Development Officers held during June 1955, it was suggested that repairs to wells may be taken up under Local Development Works programme. The matter has been examined by Government in consultation with the Board of Revenue.

The Government direct that repairs to existing wells cannot be taken up under Local Development Programme. However, deepening of existing wells to ensure better supply of water can be considered to be 'new works' and may be taken up under the Local Development Works Programme if the requisite contribution is forthcoming for the work. If not, they may be taken up under the State Comprehensive Scheme.

It is seen from the reference cited that the Collector has recommended that deepening of some well works meant for irrigation purposes may be taken up under Local Development Works programme on the ground that deepening of existing wells to ensure better water supply is permitted as per Memorandum No. 4720-RDP.-VI/55-13, dated 29th February 1956. He is informed that the provision for Rural Water-supply works is meant *for drinking water supply purposes only*. Well for irrigation cannot be taken up under the National Extension Service programmes as a local work.

[Memo. No. 146776-RDP.-VI|56-2, Public (Rural Development Projects), dated 31st December 1956.]

(93)

MEMORANDUM No. 18515-RDP.-VI/56-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 3RD MARCH 1956.

[Community Projects and National Extension Service—Conference of Superintending Engineers (Highways) and the Chief Engineer (Highways) with the Minister for Agricuture held at the Secretariat on 4th February 1956—Suggestion regarding monthly Conference of the Technical Officers at District Level to review of works programme—Communicated.]

At the Conference mentioned above, it was suggested that a meeting of the Divisional Engineers (Highways), Assistant Engineers and Junior Engineers concerned with the Community Development, National Extension Service and Local Development Works Schemes and the Block Development Officers, presided over by the Collector should be convened once in a month to discuss works programme. The Collectors are requested to take action accordingly.

[As per amendment orders issued in Memorandum No. 18515-RDP.-VI/56-5, Public (Rural Development Projects), dated 26th April 1956, the meeting should be held once a quarter.]

(94)

G.O. Ms. No. 949, PUBLIC, DATED 8TH MARCH 1956.

[Advances—Permanent Advance to the Assistant Engineers (Special) in charge of Local Development Works Programme and "Local Works" under the National Extension Service Scheme—Revised orders—Issued.]

READ—the following papers :—

G.O. Ms. No. 1919, Public, dated 13th October 1954.

G.O. Ms. No. 2237, Public, dated 17th November 1954.

G.O. Ms. No. 805, Public, dated 10th March 1955.

G.O. Ms. No. 2443, Public, dated 6th August 1955.

G.O. Ms. No. 3762, Public, dated 9th December 1955.

From the Accountant-General, Madras, dated 23rd November 1955 No. DA. 23/RPA/905, and dated 12/19th January 1956, DA. 23/RPA/1014.

Order—No. 949, Public, dated 8th March 1956.

In G.O. Ms. No. 805, Public, dated 10th March 1955, a permanent advance of Rs. 50 (rupees fifty only) was sanctioned to each of the Special Assistant Engineers sanctioned in the Government Orders first and second read above. These Assistant Engineers were also instructed to submit direct to the Accountant-General, Madras statements showing date-war details of expenditure met out of the permanent advance for a period of three months from date of drawal of the advance, to determine the appropriateness of the advance.

2. The Accountant-General, Madras, has since scrutinised the statements of expenditure furnished by these Assistant Engineers (Special) and has submitted his recommendations thereon. The question has been carefully examined by the Government and they accordingly direct that the permanent advance of Rs. 50 (rupees fifty) only sanctioned in G.O. Ms. No. 805, Public, dated 10th March 1955, be reduced to Rs. 20 (rupees twenty) only with immediate effect. The Assistant Engineers (Special) sanctioned in G.O. Ms. No. 1919, Public, dated 13th October 1954 and G.O. Ms. No. 2237, Public, dated 17th November 1954, are requested to surrender the excess amount of Rs. 30 at once and intimate the fact to the Collectors concerned.

3. Sanction is also accorded for a permanent advance of Rs. 20 (rupees twenty only) to each of the additional Assistant Engineers (Special) sanctioned in G.O. Ms. No. 2443, Public, dated 6th August 1955 and G.O. Ms. No. 3762, Public, dated 9th December 1955, read above. The amount, when drawn, should be debited to the head "Deposits and Advances—Advances not bearing interest —Permanent Advance—State—(S.A. 27-A)".

4. The Assistant Engineers (Special) referred to in paragraph 3 above should send an acknowledgment for the permanent advance drawn, direct to the Accountant-General, Madras, as laid down in Article 98 of the Madras Financial Code, Volume I.

5. The expenditure out of the advance should be debited to the relevant sub-heads of appropriation under " 50. Civil Works—h. Development Schmes—Establishments—Highways Department—(1) Schemes included in the Five-Year Plan—Executive Establishments ".

6. All the Special Assistant Engineers sanctioned in the Government Orders first, second, fourth and fifth read above should submit direct to the Accountant-General a statement showing details of expenditure met out of the permanent advance for a period of three months from the date of drawal of the advance, to enable the Accountant-General to examine the necessity for it.

7. When the permanent advance is no longer required, it should be credited into the treasury in full, after any amount spent out of it has been recouped in the usual way.

(95)

G.O. Ms. No. 972, PUBLIC, DATED 9TH MARCH 1956.

[Community Development and Local Development Works programmes—Works—Powers of the Collectors, Project Executive Officer, Revenue Divisional Officers and Block Development Officers to accord administrative sanction to excess over original sanctioned estimate—Further orders—Passed.]

READ—the following papers :—

G.O. Ms. No. 2172, Public, dated 11th November 1954.

G.O. Ms. No. 2383, Public, dated the 1st August 1955.

From the Collector of Tanjore, dated the 23rd October 1955, Rc. No. 37367/55-K-i.

From mthe Board of Revenue (Food Production), dated the 17th December 1955, No. 34916/55-3.

Order—No. 972, *Public, dated 9th March* 1956.

In G.O. Ms. No. 2383, Public, dated 1st August 1955, the Collectors, the Project Executive Officers, the Revenue Divisional Officers and the Block Development Officers (Community Projects and National Extension Service) have been empowered to accord administrative sanction to revised estimates, subject to the restrictions imposed in paragraph 2 thereof. It has been pointed out that in the Public Works Department, the officers may accord administrative approval to revised estimates up to the monetary limits of their powers to sanction estimates, without reference to the percentage of variation and that the same procedure may be adopted for Community Projects, National Extension Service and

Local Development Works. The Government accept the suggestion and direct that the Collectors, the Project Executive Officers, the Revenue Divisional Officers and the Block Development Officers (Community Development and National Extension Service) may sanction revised estimates without reference to the percentage of variation as long as the original and the revised estimates are within their powers of sanction. In cases where the original estimate is within the powers of administrative sanction of a particular officer, but the revised estimate exceeds the monetary limits, the restrictions in paragraph 2 of G.O. Ms. No. 2383, Public, dated 1st August 1955, will apply. To this limited extent the officers may accord administrative sanction to revised estimates exceeding the monetary limits fixed for their powers of sanction.

2. The Board of Revenue (Food Production) will exercise similar powers in respect of Local evelopment Works.

3. In all cases, it should be ensured that the revised estimate is approved by a competent technical authority. The rules regarding the percentage of Government contribution and the monetary limits for various categories of works should be strictly adhered to.

(96)

G.O. Ms. No. 1127, PUBLIC, DATED 20TH MARCH 1956.

[Local Development Works Programme—Execution of works—Collection of security deposit and earnest money—Revised instructions—Issued.]

READ—the following papers :—

Memorandum No. 128732 J/53-3, Industries, Labour and Co-operation, dated 2nd December 1953.

Meorandum No. 61191 DVI (54/2), Agriculture, dated 16th June 1954.

Memorandum No. 5, Public (R.D.P. IX)/54-2, dated 26th September 1954.

G O. Ms. No. 398, Public (Rural Development Projects), dated 11th February 1955.

Memorandum No. 3053-DPI/55-2, Public (Rural Development Projects), dated 9th August 1955.

From the Collector of South Arcot, dated 10th October 1955, No. P.1. 25219/55.

From the (Food Production), B.P.R. No. 15, dated 10th January 1956.

Order—No. 1127, *Public, dated* 20*th March* 1958.

In the Memoranda first and second read above, instructions regarding the collection of security deposit and earnest money in respect of works under the Local Development Works Programme entrusted for execution to the beneficiaries, have been issued. In the Memorandum third read above, the Collectors were instructed to enter into agreements with contractors in the form prescribed for works under the Rural Development Projects Department

with modifications to suit local conditions. No specific orders on the procedure regarding collection of security deposits and earnest money, etc., when works under the Local Development Works programme are given on contract to professionals, and not to beneficiaries, have been issued.

2. The Collector of South Arcot has enquired in his letter read above, whether the procedure for deduction of earnest money from part bills laid down in the execution of works under the Community Development programme might be adopted in the case of works under the Local Development Works Programme. The question has been examined, in consultation with the Board of Revenue (Food Production) and the following orders are issued in supersession of all earlier orders on the subject :—

(*a*) Whenever works under the Local Development Works Programme are entrusted for execution to the beneficiaries, 5 per cent of the value of the work done shall be withheld from each part bill and retained as security for the due fulfilment of the contract. No security deposit need be collected in advance. The amount so deducted shall be returned to the beneficiary at the time of final payment of dues, if the work has been satisfactorily completed.

In exceptional cases, where the Collectors feel that it is necessary to take an advance for the due fulfilment of the contract by the beneficiaries, they may do so and credit it into the Treasury as " Revenue Deposit ". In such cases, the deduction of five per cent of the value of work done is not necessary. When the work is completed, and final payment made, the security deposit shall be refunded. The condition should be incorporated in condition 9 of " Agreement for piecework ".

(*b*) When works under the Local Development Works programme are entrusted for execution to professionals on contract, the procedure outlined in G.O. No. 398, Public, dated the 11th February 1955, and Memorandum No. 3053-RDP-I/55-2, Public (Rural Development Projects), dated 9th August 1955, shall be followed.

(97)

G.O. Ms. No. 1499, PUBLIC, DATED 27TH APRIL 1956.

[Local Development Works—Ramanathapuram, Tanjore, Tiruchirappalli and Madurai districts—Road works damaged by cyclone—Repairs—Meeting of cost—Orders issued.]

READ---the following papers :—

From the Collector of Ramanathapuram, dated 9th January 1956, No. V3. 35571/55.

From the Board of Revenue, No. T. 726/56, dated 4th February 1956.

Order—No. 1499, *Public, dated 27th April* 1956.

During the recent cyclone in the districts of Ramanathapuram, Tanjore, Tiruchirappalli and Madurai, many of the road works

taken up under the Local Development Works Programme and in various stages of execution have been damaged. The following orders regarding repairs to such roads are issued.

2. The works will fall under the following categories :—

(*a*) Works completed and finally paid for and handed over to Local Bodies;

(*b*) works completed and paid for but not handed over for maintenance;

(*c*) works in progress which have been check-measured in respect of part work done and paid for;

(*d*) works in progress which have been check-measured for part work done, but not paid for;

(*e*) works in progress on which part work done has been recorded in the measurement book but not check-measured; and

(*f*) works in progress in which the part work done has not been measured so far.

3. *Category* (*a*) (i).—Repairs to roads which have been handed over to the district boards for maintenance, are to be taken up as District Board roads and will be carried out by the Chief Engineer (Highways) as ordered in G.O. Ms. No. 214, Local Administration, dated 9th February 1956.

(ii) The roads handed over to Panchayat Boards will be treated as Panchayat Roads and the repairs to these roads will be carried out in accordance with the instructions issued in G.O. Ms. No. 386, Local Administration, dated 2nd March 1956.

Category (*b*).—In respect of roads completed but not handed over, the Board of Revenue has already issued orders in its R. No. 6363, dated 27th December 1955, requesting the Collectors to prepare a list of such road works which are of special importance from the point of view of cyclone relief operations and communicate it to the Divisional Engineers concerned for effecting repairs at Government cost.

In the case of works included in categories (*c*) to (*f*) in paragraph 2 above, and works in category (*b*) which are not included in the special lists, repairs will be done at Government cost. The Collectors of Ramanathapuram, Tanjore, Tiruchirappalli and Madurai are requested to prepare lists of such works and send the lists to the Divisional Engineers concerned for necesary action. The Chief Engineer (Highways) is requested to record the expenditure incurred on repairs against a district head to show that the expenditure was incurred as a measure of cyclone relief.

4. The works done so far should be assessed with reference to the measurements recorded in the case of categories (*c*) to (*f*) and where that does not include all the work done, by an assessment of the work done to be made by Engineering staff in consultation with Revenue authorities and the Special Engineer staff for Local Development works. The repairs at Government cost will be done

only to the extent necessary to restore the work to the pre-cyclone standard. Further work will be done under Local Development Works programme in accordance with the agreements entered into.

(98)

MEMORANDUM No. 48131-RDP-VI/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED THE 3RD MAY 1956.

[Community Development and Local Development works Programmes—Execution of works by panchayats—Advance payment of Government grant—Further instructions—Issued.]

[*Reference.*—G.O. Ms. No. 1347, Public, dated 22nd April 1955 and from the Accountant-General, Madras, dated 7th April 1956, No. DA. IX/NES IV/2.]

It has been brought to the notice of the Government that advance payment of Government grants to the panchayat boards, which have agreed to execute works under the Community Development and Local Development Works programmes, have been sanctioned in a number of cases in the month of February 1956. Orders have already been issued in G.O. Ms. No. 1347, Public, dated 22nd April 1955, that the works for which the advance grants have been sanctioned, should be completed before the close of the financial year, and it follows that, if the work is not completed and the advance adjusted before the close of the financial year, it should be refunded. All Collectors except the Collector of Madras are requested to take immediate steps to get the advance grants made during 1955–56 refunded in cases where the works were not completed and advance adjusted before 31st March 1956. (See also Memorandum No. 48131-RDP-VI/56-6, dated 3rd July 1956—Item 102.)

(99)

G.O. Ms. No. 1629, PUBLIC, DATED 8TH MAY 1956.

[Local Development works and National Extension Service—Special Sub-Divisions (Highways)—Administrative and Technical Control—Orders—Passed.]

READ—the following papers :—

G.O.Ms. No. 1919, Public, dated the 13th October 1954.

Memorandum No. 2435-RDP-VI/54-2, dated the 30th October 1954.

Reference from the Board of Revenue (Food Production), No. V/J-10495-A/54, dated the 4th February 1955.

From the Chief Engineer (Highways), dated the 30th March 1955, No. 6650-Confdl./55-1.

From the Board of Revenue (Food Production), B.P. R. No. 1396, dated the 16th September 1955 and F.P. VII-C-40513/55-1, dated the 12th October 1955.

Order—No. 1629, Public, dated 8th May 1956.

The Government have examined the question of defining in detail the powers of the Collectors, Divisional Engineers and the

Assistant Engineers in regard to the Special Subdivisions (Highways) created in connection with the execution of Local Development Works Programme and 'Local Works' under the National Extension Service Scheme. The following orders are issued :—

(i) *Drawal of pay, travelling allowance, contingent bill, etc.*—The Special Assistant Engineers are authorised to draw the pay and allowances of their office staff and other subordinates working under them. They are also authorised to draw the travelling allowance bills of their subordinates and sign the contingent bills of their offices and the establishment under them.

The travelling allowance bills of the Assistant Engineers should, however, be countersigned by the Collectors. The Assistant Engineers should also submit to the Collectors an advance copy of their tour programme.

(ii) *Grant of casual leave.*—Casual leave to the Special Assistant Engineers will be sanctioned by the Collector concerned. A copy of the proceedings sanctioning casual leave should be forwarded to the Divisional Engineer concerned for information.

Casual leave to the subordinates working under the Assistant Engineers will be granted by the Assistant Engineers.

(iii) *Grant of earned leave, leave on average pay, etc.*—Applications of Assistant Engineers for the grant of earned leave, leave on average pay, etc., should be submitted to the Chief Engineer (Highways) through the Collectors of the districts concerned. While forwarding the application to the Chief Engineer (Highways), the Collectors should state specifically :—

(*a*) whether the leave asked for may be granted or refused; and

(*b*) whether the Assistant Engineers should be reposted to their districts or not, after the expiry of the leave.

Earned leave, leave on average pay, etc., to the other technical personnel and the Ministerial staff drafted from the Highways Department will be granted by the appropriate authority in that department. The applications for leave from the Junior Engineers should however be sent to the sanctioning authority through the Collectors concerned.

Earned leave, leave on average pay, etc., to the ministerial staff drafted to the Special Subdivision from the Revenue Department will be granted by the Collector.

(iv) *Confidential reports, submission, etc.*—The Chief Engineer (Highways) shall keep the confidential files of the Assistant Engineers of the Special Subdivision. The half yearly confidential reports on the work of the Assistant Engineers should be submitted by the Divisional Engineers concerned to the Chief Engineer (Highways) through the Collectors in duplicate. The Collectors shall keep a copy of the report, together with their forwarding

remarks thereon *in their personal custody* and forward the other copy of the report with their remarks to the Chief Engineer (Highways) through the Superintending Engineers concerned.

When an Assistant Engineer is transferred from one ditrict to another, the Collector shall send the copies of the Confidential reports of the Assistant Engineer kept by him to the Collector of the district to which he is transferred. When an Assistant Engineer is reverted to the regular department, all the copies of the reports kept by the Collector will be transferred to the Chief Engineer (Highways).

Confidential reports on Junior Engineers, should be written by the Divisional Engineers and forwarded to the Chief Engineer (Highways) through the Collectors. The Collectors shall send them through the Superintending Engineers.

Confidential reports on the other technical and ministerial staff drafted from the Highways Department should be forwarded to the appropriate authority in the Highways Department by the Assistant Engineers. Confidential reports on personnel drafted from the Revenue Department should also be sent by the Assistant Engineers to the Collectors.

(v) *Punishments.*—The provisions of rule 16 of the Madras Civil Services (Classification, Control and Appeal) Rules, should be followed in regard to award of punishments to the staff working in the Special Subdivisions (Highways).

2. The orders issued in paragraph 1 of Memorandum No. 2435-RDP-VI/54-7, Public (Rural Development Projects), dated the 15th January 1955, are hereby cancelled.

(100)

G.O. R. No. 690, PUBLIC (RURAL DEVELOPMENT PROJECTS-ACCOUNTS-C), DATED 28TH MAY 1956.

[Community Development Programme—Check Dam—Incurring of expenditure in dry areas—Beneficiaries contributions—Instructions.]

READ—the following papers :—

Memorandum No. 2807-RDP-V/54-2, Public (Rural Development Projects), dated 9th February 1956.

Order—No. 960, Public (Rural Development Projects-Accounts-C.), dated 28th May 1956.

In the Memorandum cited, instructions were issued to Collectors that expenditure on silt clearance, conversion of mud dams into masonry dams, etc., may be taken up from National Extension Service Funds and paid out of the non-loan provision made under the old schematic head "Local Works". On the same analogy, it has been suggested that construction of check dams and other

similar works which will prevent the scouring action and also help to raise the level of sub-soil water may be taken up with grant from Community Projects, National Extension Service, and Local Development funds. The Government accept the suggestion and direct that for the present grants to be made for such works may be in dry areas in Coimbatore district only. The grant will be limited to 50 per cent of the cost of the work subject to a ceiling of Rs. 1,000.

(101)

MEMORANDUM No. 82211-RDP-VI/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED THE 21ST JUNE 1956.

[Community Development—Tanjore district—Intensive work in selected areas—Execution of works retarded for want of iron and steel materials—Special arrangements for supply—Instructions.]

[*Reference*.—From the Collector of Tanjore, dated the 11th May 1956, D.O. PR. No. 89/56-K1.]

In the reference cited, the Collector of Tanjore has stated that the progress in the execution of works is retarded for want of iron and steel materials and that special arrangements should be made to expedite the supply of these materials. The attention of the Collector of Tanjore is invited to the orders in G.O. Ms. No. 2623, Public (Rural Development Projects), dated the 23rd August 1955, in which the Collectors and the Project Executive Officers have been asked to place indents for cement and steel direct to the Director of Industries and Commerce, in respect of all works under Local Development Works, National Extension Service and Community Development Programmes. For immediate requirements, Collectors have been permitted to purchase up to 10 tons of steel for a work from the local market at controlled rates as per the orders in Memorandum No. 46532-VI/55-3, Public (Rural Development Projects), dated the 6th February 1956. Also instructions have been issued in Memorandum No. 45160-VI/55-10, Public (Rural Development Projects), dated the 24th March 1956, that Collectors may address the Director of Industries and Commerce, Madras, for supply of imported steel for urgent requirements at unsubsidised prices if the beneficiaries are prepared to meet the extra cost involved.

2. In Memorandum No. 5546-VII/55-4, Public (Rural Development Projects), dated the 5th November 1955, instructions have been issued that iron and steel materials may be taken on loan

from the Divisional Engineer (Highways) or the Executive Engineer (P.W.D.), for Local Development Works including Rural Water-supply Scheme till the supply of materials is received as per indents.

3. With reference to paragraph (5) of his letter cited, the Collector is informed that it is proposed to address the Planning Commission for the allotment of required funds.

ENCLOSURE.

Government Memorandum No. 5546-RDP-VII|55-4, Public (Rural Development Projects), dated the 5th November 1955.

[Local Development Works—South Arcot district—Supply of iron materials—Instructions—Issued.]

[*Reference.*—G.O. Ms. No. 2623, Public, dated the 23rd August 1955 and from the Collector of South Arcot, dated the 11th September 1955, D.O. No. P1.-19941|55.]

In the Government Order cited orders were issued permitting the transfer of cement by the Divisional Engineer (Highways) for Local Development Works including Rural Water-supply Scheme till the supply of cement is received as per indent placed. The Collector of South Arcot has now proposed that as there is difficulty in getting iron and steel materials also for the works in progress, orders may be issued permitting transfer of iron and steel materials by the Divisional Engineer (Highways) or Executive Engineer, Public Works Department, for Local Development Works including Rural Water-supply Scheme till the supply of the materials is received as per indent placed.

2. The Government accept the Collector's proposal.

(102)

MEMORANDUM No. 48131-RDP-VI/56-6, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED THE 3RD JULY 1956.

[Community Development and Local Development Works programmes—Execution of works by Panchayats—Advance payment of Government grants—Recovery in cases where works have not been completed before 31st March 1956—Clarification—Issued.]

[*Reference.*—Memorandum No. 48131-RDP.-VI/56-1, Public (Rural Development Projects), dated the 3rd May 1956; From the Collector of Tiruchirappalli, dated the 28th April 1956, Rc. No. R5. 12436/56; and from the Collector of Ramanathapuram, dated the 31st May 1956, Roc. No. VI. 11419/56.]

In the Memorandum first cited, the Government have ordered that the advance grants sanctioned to the panchayats for execution of works taken up under the Community Development and Local Development Works programmes should be recovered, if such advance grants have not been adjusted by completing the works concerned on or before 31st March 1956. It has been represented that there may be cases, where the advance grants might

have been adjusted partly towards part-work already done; and that in such cases, it is reasonable to recover only the unadjusted portion of the advance grants. The Government have examined this carefully and direct that in such cases only the modified portion need be recovered. The unadjusted portion of the advance grants need not be recovered if the works have been completed and advance adjusted on or before 30th June 1956. In other cases steps should be taken to recover the advance grants.

(103)

G.O. Ms. No. 2458, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH JULY 1956.

[Local Development Works—Rural Water-supply works under Local Development Works Programme and comprehensive Rural Water-supply scheme—Check-measurement of works—Procedure modified—Instructions issued.]

READ—the following papers :—

G.O. Ms. No. 3158, Health, dated 23rd November 1954.

From the Collector of Tirunelveli, dated 18th May 1955, Ref. No. S.1 9531/54.

Reference from the Board of Revenue (Food Production), Madras, No. 20895/55-6, F.P. VII-B, dated 20th January 1956 and No. 20895/55-7, F.P. VII-B, dated 14th May 1956.

Order—No. 2458, *Public* (*Rural Development Projects*), *dated* 16*th July* 1956.

In continuation of the orders issued in the Government Order read above, Government direct that the following procedure be followed in the matter of measurement and check-measurement of Rural Water-supply Works taken up under Local Development Works Programme and Comprehensive Rural Water-supply scheme.

2. (*a*) *Minor Works.*—Revenue Divisional Officers may check-measure the works done where the total estimated cost of the work does not exceed Rs. 5,000 and Tahsildars and Independent Deputy Tahsildars, where the total estimated cost does not exceed Rs. 2,000.

(*b*) The measurement should be recorded by a technical authority not lower in rank than a Minor Irrigation Overseer.

(*c*) If a Tahsildar, Independent Deputy Tahsildar or Revenue Divisional Officer feels that any work is too technical for him, he may request the Junior Engineer attached to Public Health Sub-division, Minor Irrigation Supervisor or the Assistant Engineer (Public Health) to check-measure such a work irrespective of its cost.

(*d*) Final payment should in no case be made without inspection and check-measurement by a technical authority, Minor Irrigation Supervisor, Assistant Engineer (Public Health) or the Junior Engineers working under him. The Collector may make a suitable distribution of work among the officers working in the district.

3. *Major Works.*—The measurements should be recorded by the Junior Engineer or the Minor Irrigation Supervisor working under the Assistant Engineer (Public Health). The Assistant Engineer (Public Health) will check-measure the work at all stages.

4. *General.*—When a work is inspected by an Assistant Engineer, such work should be check-measured by him only.

The Government direct that the Supervisors attached to the Public Health Special Subdivision (Rural Water-supply) shall also exercise the powers delegated to the Junior Engineers in G.O. Ms. No. 2458, Public, dated 16th July 1956, first read above.

(Memorandum No. 239, Public, dated the 13th December 1956.)

In continuation of the orders mentioned above, the Government direct that the dependent Deputy Tahsildars in charge of sub-taluks may also exercise the powers conferred on Tahsildars and Independent Deputy Tahsildars in G.O. No. 2458, Public (Rural Development Projects), dated 16th July 1956.

2. Government direct that Independent Deputy Tahsildars and dependant Tahsildars in charge of sub-taluks may also exercise the powers conferred on Tahsildars regarding check-measurement of Local Development Works other than Rural Water-supply Works in G.O. No. 2172, Public, dated 11th November 1954 as amended by G.O. No. 1499, Public, dated 5th May 1955.

[Memorandum No. 141165–RDP–VI/56–3, Public (Rural Development Projects), dated the 13th March 1956.]

The Government direct that the orders in G.O. Ms. No. 2458, Public, dated 16th July 1956, shall apply to the Rural Water-supply works taken up under the Community Project and National Extension Service Schemes also; subject to the modification that the Block Development Officers shall exercise the powers of check-measurement, etc., delegated to the ahsildars and Deputy Tahsildars in their respective blocks. Administrative sanction for the works will be governed by orders in G.O. Ms. No. 2790, Public (Rural Development Projects), dated 20th August 1956, regarding technical sanction, the procedure laid down in G.O. Ms. No. 3158, Health, dated 23rd November 1954, should be followed in the case of major works. Minor works may be attended to by the Block Engineering staff.

(G.O. Ms. No. 4143, Public, dated 11th December 1956.)

(104)

MEMORANDUM No. 72136-RDP-VI/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH AUGUST 1956.

[Community Development—National Extension Service and Local Development Works Programme—Cement shortage—Use of lime for cement, hoordie tile or roofing tile for re-inforced concrete as substitutes for construction of buildings permitted —Instructions—Issued.]

[*Reference.*—(1) U.O. Note No. 2787 C/56-5, P.W., dated 22nd May 1956 and (2) From the Chief Engineer, P.W. (General), dated 25th June 1956, Ref. No. 29918 AC 2/56-c R.]

At the conference held at Ootacamund on 12th May 1956 to discuss the position regarding supply of cement, it was suggested that in view of the shortage of cement, substitutes like lime may be used instead of cement, and hoordie tiles or roofing tiles for roofing instead of re-inforced concrete for Local Development Works Programme. The Government have examined the suggestion in consultation with the Chief Engineer. The Chief Engineer has reported that the substitutes may be used without detriment to the buildings.

The Collectors are therefore, requested to see that substitutes like lime are used, in building works such as for plastering, flooring, masonry walls, etc., instead of cement and mangalore tiles with pan tiles or hoordie tiles as substitutes for reinforced concrete roofing as far as possible in construction of buildings under Community Development/National Extension Service/and Local Development Works Programmes. However, where high stresses on masonry in buildings are involved, cement mortar may be used.

(105)

MEMORANDUM No. 88829 (RDP-ACCTS.E)/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 7TH AUGUST 1956.

[Community Projects, National Extension Service and Local Development Works and Village Road Development Co-operative Scheme—Beneficiaries contribution remitted in excess—Adjustment towards the contribution due for other works.]

[*Reference.*—(1) G.O. Ms. No. 121, Public (Rural Development Projects), dated 12th January 1956 and (2) From the Collector of South Arcot, dated 5th July 1956, Ref. No. P.4-16033/56.]

The Collector of South Arcot is informed that the excess contribution remitted by the beneficiaries for works under Community Development Projects, National Extension Service and Local

Development Works and Village Road Development Co-operative Schemes may be adjusted towards the contribution due from the district board for other works taken up under the respective schemes.

(106)

G.O. Ms. No. 2706, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH AUGUST 1956.

[Local Development Works—Ramanathapuram, Tanjore, Tiruchirappalli, Madurai districts—Roads damaged by cyclone—Repairs—Meeting of cost—Applicability of orders to works taken up under Community Development and National Extension Service.]

READ—the following papers :—

G.O. Ms. No. 1499, Public, dated 27th April 1956.

From the Collector of Tiruchirappalli, dated 29th May 1956. Rc. No. R.5 14470/56.

Order—No. 2706, *Public (Rural Development Projects-A.), dated 10th August* 1956.

The Government direct that the instructions issued in the Government Order first cited will be applicable to road works taken up under Community Development and National Extension Service Programmes also.

(107)

G.O. Ms. No. 2727, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 11TH AUGUST 1956.

[Local Development Works—Grants for 1956–57—For completion of incomplete works—Increase allotment—Communicated.]

READ—the following papers :—

G.O. Ms. No. 1597, Public, dated 5th May 1956.

Memorandum No. 57254-RDP.-VI/56-3, Public (Rural Development Projects), dated 18th May 1956.

Order—No. 2727, *Public (Rural Development Projects), dated 11th August* 1956.

In the Government Order first cited, Rs. 49 lakhs was distributed to the districts to be used for completing the incomplete works of previous years which had been taken up for execution. In the Memorandum second cited, Collectors were asked not to incur expenditure on works which had not been sanctioned till then. The Government have now decided to allot Rs. 150 lakhs towards Central grant for Local Development Works in anticipation of approval by the Planning Commission. The amount

(104)

MEMORANDUM No. 72136-RDP-VI/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH AUGUST 1956.

[Community Development—National Extension Service and Local Development Works Programme—Cement shortage—Use of lime for cement, hoordie tile or roofing tile for re-inforced concrete as substitutes for construction of buildings permitted —Instructions—Issued.]

[*Reference.*—(1) U.O. Note No. 2787 C/56-5, P.W., dated 22nd May 1956 and (2) From the Chief Engineer, P.W. (General), dated 25th June 1956, Ref. No. 29918 AC 2/56-c R.]

At the conference held at Ootacamund on 12th May 1956 to discuss the position regarding supply of cement, it was suggested that in view of the shortage of cement, substitutes like lime may be used instead of cement, and hoordie tiles or roofing tiles for roofing instead of re-inforced concrete for Local Development Works Programme. The Government have examined the suggestion in consultation with the Chief Engineer. The Chief Engineer has reported that the substitutes may be used without detriment to the buildings.

The Collectors are therefore, requested to see that substitutes like lime are used, in building works such as for plastering, flooring, masonry walls, etc., instead of cement and mangalore tiles with pan tiles or hoordie tiles as substitutes for reinforced concrete roofing as far as possible in construction of buildings under Community Development/National Extension Service/and Local Development Works Programmes. However, where high stresses on masonry in buildings are involved, cement mortar may be used.

(105)

MEMORANDUM No. 88829 (RDP-ACCTS.E)/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 7TH AUGUST 1956.

[Community Projects, National Extension Service and Local Development Works and Village Road Development Co-operative Scheme—Beneficiaries contribution remitted in excess—Adjustment towards the contribution due for other works.]

[*Reference.*—(1) G.O. Ms. No. 121, Public (Rural Development Projects), dated 12th January 1956 and (2) From the Collector of South Arcot, dated 5th July 1956, Ref. No. P.4-16033/56.]

The Collector of South Arcot is informed that the excess contribution remitted by the beneficiaries for works under Community Development Projects, National Extension Service and Local

Development Works and Village Road Development Co-operative Schemes may be adjusted towards the contribution due from the district board for other works taken up under the respective schemes.

(106)

G.O. Ms. No. 2706, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH AUGUST 1956.

[Local Development Works—Ramanathapuram, Tanjore, Tiruchirappalli, Madurai districts—Roads damaged by cyclone—Repairs—Meeting of cost—Applicability of orders to works taken up under Community Development and National Extension Service.]

READ—the following papers :—

G.O. Ms. No. 1499, Public, dated 27th April 1956.

From the Collector of Tiruchirappalli, dated 29th May 1956. Rc. No. R.5 14470/56.

Order—No. 2706, *Public (Rural Development Projects-A.), dated 10th August* 1956.

The Government direct that the instructions issued in the Government Order first cited will be applicable to road works taken up under Community Development and National Extension Service Programmes also.

(107)

G.O. Ms. No. 2727, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 11TH AUGUST 1956.

[Local Development Works—Grants for 1956–57—For completion of incomplete works—Increase allotment—Communicated.]

READ—the following papers :—

G.O. Ms. No. 1597, Public, dated 5th May 1956.

Memorandum No. 57254-RDP.-VI/56-3, Public (Rural Development Projects), dated 18th May 1956.

Order—No. 2727, *Public (Rural Development Projects), dated 11th August* 1956.

In the Government Order first cited, Rs. 49 lakhs was distributed to the districts to be used for completing the incomplete works of previous years which had been taken up for execution. In the Memorandum second cited, Collectors were asked not to incur expenditure on works which had not been sanctioned till then. The Government have now decided to allot Rs. 150 lakhs towards Central grant for Local Development Works in anticipation of approval by the Planning Commission. The amount

will be distributed amongst the districts as shown in the annexure. These amounts will be inclusive of the amounts already allotted in the Government Order cited and should be utilized for completing the incomplete works of previous years and also for new works. The Collectors should limit the commitments on new works to the amount actually available.

While taking up new works, the Collectors are requested to bear in mind the following principles :—

(i) No grants should be made for Government institutions.

(ii) No works should be taken up in National Extension Service and Community Development areas without prior approval of the Government.

(iii) No works should be taken up in municial areas without the prior approval of the Government.

(iv) A second grant should not be made to any institution which has received a grant already under Community Development, National Extension Service or Local Development Programme.

(v) There should not be undue concentration of works in a few villages.

(vi) There should be real contribution from the people and not merely a token or nominal contribution in addition to the Central grant, State grant and local bodies' contribution.

(vii) The percentage of Government contribution laid down from time to time is the maximum. As far as possbile, a higher percentage of local contribution should be obtained. Priority should be given to works wherein percentage of public contribution is higher.

ANNEXURE.

Name of the district. (1)	*Amount allotted.* (RUPEES IN LAKHS). (2)
1 Tanjore	9·00
2 Salem	13·50
3 Madurai	14·00
4 Malabar	12·00
5 North Arcot	9·50
6 South Arcot	8·00
7 Ramanathapuram	10·50
8 Tiruchirappalli	10·00
9 Tirunelveli	8·00
10 South Kanara	8·00
11 The Nilgiris	1·50
12 Chingleput	17·00
13 Coimbatore	29·00
	150·00

(108)

G.O. Ms. No. 2754, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 13TH AUGUST 1956.

[Local Development Works other than Rural Water-supply—Building works costing less than Rs. 5,000—Preparation of estimates and execution by the Minor Irrigation Overseers—Proposal—Approved.]

READ—the following papers :—

From the Board of Revenue (Food Production), B.P. Rt. No. 618. dated 27th June 1956.

From the Chief Engineer (Highways), Madras, dated 16th June 1956, No. 31300-J-5/55 HR.

Order—No. 2754, *Public (Rural Development Projects), dated* 13*th August* 1956.

In his reference cited above, the Chief Engineer has suggested that the Minor Irrigation Overseer may be permitted to prepare estimates and execute buildings works based on type-designs costing up to Rs. 5,000 under the Local Development Works Scheme subject to the condition that the technical sanction for such works is accorded by the Assistant Engineers (Highways) and that the Assistant Engineers supervise the work during execution and check-measure the works. The Board of Revenue has recommended the proposal.

2. The Government accept the recommendation of the Board of Revenue (Food Production). The Collectors may utilize the services of Minor Irrigation Overseers for building works costing up to Rs. 5,000 subject to the conditions in paragraph 1 above.

(109)

G.O. Ms. No. 2790, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 20TH AUGUST 1956.

[Community Development—National Extension Service—Local Development Works—Rural Water-supply Programme—Sanction of works—Delegation of powers—Instructions issued.]

READ—the following papers :—

G.O. Ms. No. 2172, Public, dated 11th November 1954.

G.O. Ms. No. 1499, Public, dated 5th May 1955.

Order—No. 2790, *Public (Rural Development Projects), dated 20th August* 1956.

The District Revenue Administration Enquiry Committee had suggested that powers to accord administrative sanction for works, may be delegated to the Revenue Divisional Officers with a view to afford some relief to the Collector and also to expedite the execution of works. The Government have examined the matter and

issue the following orders in modification of the orders in the Government order first cited :—

I. *Sanction of works.*—(1) Collector may accord administrative sanction to estimates not exceeding Rs. 25,000.

(2) Revenue Divisional Officers may accord administrative sanction to estimates not exceeding Rs. 10,000 for works in the approved programme.

In all cases the Collector will be the authority competent to approve inclusion of work in the programme. This will apply to all works taken up under Community Development—National Extension Service—Local Development Works Programmes and Rural Water-supply comprehensive scheme.

II. *Check-measurement of works.*—The Independent Deputy Tahsildars may check-measure works other than Rural Water-supply works whose estimated cost does not exceed Rs. 2,000 and which are not of a technical nature. Final payment should not be made in any case without inspection and check-measurement by a technical authority not lower in rank than an Assistant Engineer.

Orders regarding powers of check-measurement of Rural Water-supply works have been issued in G.O. No. 2458, Public, dated 16th July 1956.

The Collector of North Arcot is informed that according to the orders in G.O. Ms. No. 2790, Public (Rural Development Projects), dated 20th August 1956, inclusion of works has to be approved by the Collector in all cases. The powers delegated to Revenue Divisional Officers are in respect of sanction of estimates for approved works. In the case of works taken up without estimates, the works will have to be approved for inclusion as in other cases, by Collector and no further sanction will be necessary. Therefore the question of delegating powers to Revenue Divisional Officers in the matter does not arise.

[Memorandum No. 138356-RDP-VI/56-1, Public (Rural Development Projects), dated the 3rd December 1956.]

(110)

MEMORANDUM No. 20770-RDP.-VI/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH AUGUST 1956.

[Community Projects—Community Development and National Extension Service—Supply of cement to contractors—Recovery of cost of empty gunny bags—Instructions issued.]

[*Reference.*—(1) From the Project Executive Officer, Gandhigram, dated 13th February 1956, Ref. No. 2119/56-c, and (2) From the Chief Engineer, P.W.D. (General), dated 8th May 1956, Ref. No. 13683 Ac. 1/56.]

Cement is being purchased and supplied to the executing agencies by the Community Development staff for works taken

up under Community Development Programme. The practice followed in Public Works Department is to charge more than the actual for the cement so supplied and also Re. 0–8–0 per bag if the empty bag is not returned. In the case of Community Development Programme, however, the beneficiaries are the executing agencies and therefore supplies may be made at the cost price. But since the cement companies are giving rebates for empty gunny bags, it is essential that the empty gunny bags should be returned to the cement companies. Therefore, if the executing agencies do not return the empty bags, the cost of the bags at the rate allowed by the companies from time to time should be recovered. The Block Development Officer/Project Executive Officer should arrange to return the empty bags and collect the rebate allowed by the companies.

(111)

G.O. Ms. No. 2894, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 30TH AUGUST 1956.

[Community Development and National Extension Service—Grants for works meant primarily for Harijans—Further instructions.]

READ—the following papers :—

G.O. Ms. No. 2570, Public dated 23rd December 1954.

G.O. Ms. No. 1594, Public, dated 16th May 1955.

G.O. Ms. No. 2595, Public, dated 19th August 1955.

G.O. Ms. No. 3137, Public, dated 8th October 1955.

Memorandum No. 61300-RDP.-VI/55-3, Public (Rural Development Projects), dated 9th May 1956.

Order—No. 2894, *Public* (*Rural Development Projects*), *dated* 30*th August* 1956.

In the Government order first cited, it has been ordered that in the case of school building works meant for Harijans taken up under Community Project and National Extension Service schemes, the cost of the buildings will be met from Community Projects or National Extension Service funds, and Harijan Welfare Funds on 50 :50 basis. Generally, it is essential that, in all works under Community Development programme, there should be effective public participation. In G.O. Ms. No. 2595, Public, dated 19th June 1955, it has been ordered that Harijans should contribute by way of labour and materials to an extent of Rs. 100 for each building sanctioned under Local Development Works programme and

that the balance of the cost less the Central grant admissible as per orders in G.O. Ms. No. 1594, Public, dated 16th May 1955, will be met from Harijan Welfare funds. The Government direct that these orders will govern the grants for school buildings sanctioned under Community Development and National Extension Service schemes also.

2. In the case of other works meant for the benefit of Harijans, the orders in G.O. Ms. No. 3137, Public, dated 8th October 1955, will applv

3. For road works, the concessions afforded in G.O. Ms. No. 2570, Public, dated 23rd December 1954, for the formation of katcha roads will continue. Contributions for the road work as a whole will be governed by the orders in G.O. Ms. No. 1126, Public, dated 20th March 1956, subject to the orders in G.O. Ms. No. 3137, Public, dated 8th October 1955.

4. The concessions detailed above will be available to all communities which are eligible for help from the Harijan Welfare department. The Director of Harijan Welfare should be consulted in all such cases.

(112)

G.O. Ms. No. 3041, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 12TH SEPTEMBER 1956.

[National Extension Service—Community Development and Local Development Works—Special Engineering staff—Absorption in the Highways Department—Orders issued.]

READ—the following paper :—

From the Chief Engineer (Highways), dated 25th April 1956, Ref. No. 5760/C-1/56-3.

Order—No. 3041, *Public (Rural Development Projects), dated* 12th *September* 1956.

At the Conference of Superintending Engineers (Highways) and the Chief Engineer (Highways) with the Minister for Agriculture and the Additional Development Commissioner held at the Secretariat on 4th February 1956, the following suggestions were made among others, viz. :—

(i) Integration of the Special Engineering staff sanctioned for the execution of the works under the Community Projects, National Extension Service and Local Development Works Programme with the regular Highways department at the Assistant

Engineer's level. The Junior Engineers in the blocks will continue. The jurisdiction of all the Assistant Engineers in the district will be re-arranged so that the work load will equally be apportioned among all the Assistant Engineers.

(ii) Enhancement of the powers of the Block Development Officers, Tahsildars and the Revenue Divisional Officers so as to enable them to make payments for works up to 90 per cent of the estimated cost on their own check-measurement, check-measurements by the Assistant Engineers being necessary for making final payment only.

(iii) Affording clerical assistance to the Junior Engineers.

2. The Government have examined the above suggestions in detail in consultation with the Chief Engineer (Highways) and issue the following orders :—

(i) The Special Assistant Engineers for Community Development, National Extension Service and Local Development Works and the Junior Engineers for Local Development Works will be absorbed in the regular Highways Department.

(ii) A separate Junior Engineer will be retained for each Community Development/National Extension Service Block.

(iii) Powers to sanction estimates not exceeding Rs. 10,000 and to pass bills in respect of sanctioned works without limit will be exercised by all Assistant Engineers in respect of Community Development/National Extension Service/Local Development works.

3. The Government do not consider it necessary to enhance the powers of the Block Development Officers and Revenue Divisional Officers in regard to check-measurement of works. They also consider that the question of increasing the staff in the Assistant Engineer's office and providing clerical assistance to the Junior Engineers may be considered later after watching the working of the system for some time.

4. The Chief Engineer (Highways) is requested to work out the details regarding re-organization of the jurisdiction of Assistant Engineers and Junior Engineers consequent on the above orders.

5. The term of the Special Engineering staff for Local Development works has been extended up to 30th September 1956 in G.O. No. 2485, Public (Rural Development Projects), dated 18th July 1956. The Chief Engineer (Highways) is requested to take necessary action for their further retention.

(113)

G.O. Ms. No. 3156, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 20TH SEPTEMBER 1956.

[Community Projects, National Extension Service and Local Development Works programmes—Execution of works, without detailed estimates—Understandings from the beneficiary—Contractors—Execution of—Orders passed.]

READ—the following papers :—

G.O. Ms. No. 640, Public, dated 28th February 1955.

From the Project Executive Officer, Gandhigram, dated 22nd August 1955, No. 4763/55-D.

From the Chief Engineer, P.W.D. (General), dated 12th April 1956, No. 882-Wks.(5)/55-120.

From the Chief Engineer (Highways), dated 31st May 1956, No. 50027-C1/55-HR.

Order—No. 3156, Public (Rural Development Projects), dated 20th September 1956.

In G.O. Ms. No. 640, Public, dated 28th February 1955, first read above, the Collectors, Project Executive Officers and the Block Development Officers (Community Development and National Extension Service) have been permitted to take up for execution works costing up to Rs. 3,000 under the Community Project, National Extension Service and Local Development Works programmes without prior estimates and subject to certain conditions. The Government direct that in such cases written understanding in the pro forma enclosed shall be obtained from the executing agencies.

ENCLOSURE.

Local Development Works, Community Projects and National Extension Service Works.

(Works costing up to Rs. 3,000—Execution without detailed estimates.)

Written Understanding No. , dated .

WHEREAS in G.O.|Proceedings* of Collector, district, the proposal for constructing in the village of has been approved and the work is eligible to a free grant from Government under G.O. No. , dated

The undersigned (give the name and address) hereby undertakes that he will carry out the work as generally approved, subject to the conditions below:—

(1) The items of work shall be done in accordance with the M.D.S.S. to the extent practicable in the locality.

* Government Order or Collector's Proceedings approving the work should be quoted.

(2) All materials and workmanship shall be the best that is locally available.

(3) Execution of the work will be authorized by the Block Development Officer|Project Executive Officer .

(4) On completion of the work the value shall be assessed by an Engineering subordinate as may be authorized by the Collector|Block Development Officer| Project Executive Officer in accordance with the general orders in force.

(5) The local rates as may be actually worked out at site or the Government rates in force in the area with any reduction for variations in the quality or nature of the work, whichever is less, shall be adopted in valuation and no other charges shall be included in the valuation unless supported by authentic records or vouchers.

(6) This valuation will be test-checked by any other higher technical officer as may be directed by Collector|Block Development Officer|Project Executive Officer, in accordance with the general orders in force. In case of any dispute about the valuation, the decision of the nearest Divisional Engineer shall be final.

The Government will pay * per cent of the assessed value of the work or Rs. * for the work whichever is less.

This understanding is valid for a period of six months|one year within which the work should be completed and the claims made.

(7) Cement required for use on the work may be supplied at Rs. per ton ex-godown. The pieceworker shall make his own arrangement for the proper carriage and storage of cement at site of the works. The cost of cement thus supplied shall be recovered from the bills payable to the pieceworker. The rates specified for furnished items involving the use of cement include the cost and conveyance of cement required for the item of work. Ordinarily the cement shall be issued in quantities limited to the actual estimated requirements. Any quantity of cement left over after the completion of the work, if in good condition, shall be returned to the Project Executive Officer|Block Development Officer and the cost thereof worked out at the rate at which it kas supplied to the contractor or at the prevailing market rate, whichever is lower, and the contractor given the necessary credit. The empty containers or gunny bags shall also be returned in good condition failing which their cost at the rate allowed by the companies from time to time for bags returned to them shall be recovered from the Executing Agency.

[Paragraph 7 amended in Memorandum No. 80524-RDP-VI|56-4, Public (Rural Development Projects), dated 26th November 1956.]

(114)

MEMORANDUM No. 4487-RDP.-56/11, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 20TH SEPTEMBER 1956.

[Local Development Works—Purchase of pipes and fittings—Utilization of stocks with Agriculture Department.]

[*Reference.*—From the Collector of Salem, dated 4th April 1956, No. L. Dis. 7060/56-9; From the Collector of South Kanara, dated 10th May 1956, No. L. Dis. 6246/56; and From the Collector of South Arcot, dated 14th August 1956, No. L. Dis. 7358/56.]

The attention of all Collectors (except the Collector of Madras) is drawn to the instructions in G.O. Ms. No. 302, Food and Agriculture (Food Production), dated 23rd July 1953 and the letter of

* The appropriate percentage and amount should be entered here.

the Accountant-General, dated 10th January 1956, communicated with this department's Memorandum No. 4487-RDP.-VI/56-1, Rural Development Projects, dated 22nd February 1956, and they are requested to see that as far as possible all the requirements of pipes and fittings for works under Local Development Works, Community Development, National Extension Service Programmes are obtained from the stocks available with Agriculture Department.

(115)

G.O. R. No. 1829, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 6TH NOVEMBER 1956.

[Community Development Programme—Tanjore district—Sirkali Community Development Blocks—Bottlenecks—Report—Orders passed.]

READ—the following papers :—

From Sri G. Muthiah, M.L.A., Sirkali, dated 11th April 1956.

From the Collector of Tanjore, dated 21st May 1956, No. K. Dis. 15200/56-K1.

Order—No. 1829, *Public (Rural Development Projects), dated 6th November* **1956.**

The suggestions made by Sri G. Muthiah, M.L.A., Sirkali, in his letter cited have been examined by Government in detail in consultation with the Collector of Tanjore and the following orders are passed :—

(1) *Major Panchayats in Community Development areas.*—The Collector of Tanjore is informed that there is no objection to implementing the Community Development Programme in the major panchayat areas also, though not much rural development work can be done in such cases.

(2) *The District Panchayat Officers may be relieved of the work relating to the encashment of the National Savings Certificates on behalf of the Panchayats and the work entrusted to the Revenue Divisional Officers concerned.*—The Government consider that no change in the existing procedure is called for at this stage inasmuch as the Revenue Divisional Officers are already overburdened with increased work including the Community Development Programme.

(116)

G.O. Ms. No. 3813, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH NOVEMBER 1956.

[Community Development Programme including Local Development Works—Execution of works without detailed estimates—Part-payments on work done—Permitted.]

READ—the following papers :—

G.O. Ms. No. 640, Public, dated 28th February 1955.

G.O. Ms. No. 360, Public, dated 31st January 1956.

Order—No. 3813, *Public* (*Rural Development Projects*), *dated* 10th *November* 1956.

In the order first read above, the Collectors have been permitted to take up for execution welfare works, without detailed estimates, under the Community Development Programme, including Local Development Works, provided the estimated cost of such works does not exceed Rs. 3,000 and payment is made therefor on the basis of an assessment by a technical officer, which will be binding on the beneficiaries. In the Government Order second read above, the procedure for assessment of the value of these works has been laid down. It has now been suggested that part-payments for works executed without detailed estimates may also be permitted. The Government accept the suggestion, and permit part-payments for works taken up without detailed estimates, the procedure laid down in G.O. Ms. No. 360, Public, dated 31st January 1956, being followed for valuation of work done.

(117)

MEMORANDUM No. 69668-RDP-VI/56-6, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH DECEMBER 1956.

[Community Development Programme including Local Development Works—Buildings constructed under—Electrification of —Clarification—Issued.]

[*Reference.*—G.O. Ms. No. 1464, Public, dated 25th April 1956.]

In the order cited, permission has been accorded to the electrification of buildings constructed under the Community Development Programmes including Local Development Works subject to the conditions that the grant for the building work, including electrification should be limited to the ceiling admissible for various categories of works and that the cost of electrification should not exceed Rs. 1,000 in a single case.

The Collectors are informed that the cost of electrification should be included in the estimate for a particular building work, and the expenditure in that behalf should not exceed Rs. 1,000. The Government grant should be limited to the maximum allowed for the type of work. Electrification of buildings already constructed under these programmes may also be done, provided the total grant, including that for electrification does not exceed the ceiling fixed for the category of works.

2. The Collectors are further informed that the work of providing electrical installations in these cases may be got executed through private agencies under the direct supervision of the engineering staff, who attend to the supervision, measurement and check-measurement of the building proper. The estimates should be sanctioned by the competent authority and technical advice or assistance needed for the execution, will be given by Executive Engineer (General).

(118)

G.O. Ms. No. 4095, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 5TH DECEMBER 1956.

[Local Development Works Programme—Execution of works—Purchase of cement, iron and steel, etc.—Drawal of advances by Collectors—Permitted.]

READ—the following papers :—

G.O. Ms. No. 2067, Public, dated 11th June 1956.

G.O. Ms. No. 3320, Public, dated 8th October 1956.

From the Collector of South Arcot, dated 10th November 1956, Ref. No. P.1-32924/56.

Order—No. 4095, *Public (Rural Development Projects), dated 5th December* 1956.

It has been brought to the notice of Government that much difficulty is experienced in procuring supplies of cement, iron and steel, etc., required for the execution of civil works taken up under the Local Development Works Programme, as the suppliers demand for advance remittance of the cost of the goods indented for. In the Government Orders read above, the Collectors have been permitted to draw advances, for implementation of approved schemes under Community Development Programmes subject to the conditions specified therein. The Government direct that these orders shall also apply to the procurement of cement, iron and steel for execution of works under the Local Development Works Programme.

(119)

G.O. Ms. No. 4111, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 6TH DECEMBER 1956.

[Community Development Programme—Community Projects and Community Development Blocks reverted into National Extension Service Blocks for post-intensive development—Provision of funds for ' Local Works '—Procedure for execution of works —Instructions issued.]

READ—the following papers :—

G.O. Ms. No. 1310, Public, dated 9th August 1954.

G.O. Ms. No. 1846, Public, dated 1st October 1954.

G.O. Ms. No. 640, Public, dated 28th February 1955.

G.O. Ms. No. 2790, Public, dated 20th August 1956.

G.O. Ms. No. 3229, Public, dated 27th September 1956.

G.O. Ms. No. 3241, Public, dated 28th September 1956.

Order—No. 4111, *Public* (*Rural Development Projects*), *dated* 6th *December* 1956.

The following further instructions are issued in connection with the execution of the ' Local Works ' under the programme referred to in paragraph 6 of the Government Order last cited :—

(1) The provision of Rs. 25,000 set apart for ' Local Works ' for the reverted National Extension Service Blocks should be utilized on items mentioned in paragraph 4 of the Government Order last cited.

(2) A detailed programme of ' Local Works ' should be formulated for each year for each of the reverted National Extension Service Blocks in consultation with the local panchayats and the approval of the Government obtained as mentioned in paragraph 8 of the same Government Order.

(3) The works will be executed as Community Development Works following the procedure prescribed under the programme subject to the condition that the works will be executed *only* through the agency of the panchayats.

(4) The Block Development Officers will be competent to sanction estimates of works costing up to Rs. 3,000. To this extent the powers of the Block Development Officers of reverted National Extension Service Blocks against item 2 under column (7) of Annexure I to G.O. Ms. No. 1310, Public, dated 9th August 1954, will

stand amended. The estimates in excess of this amount will be sanctioned by the Revenue Divisional Officers up to a limit of Rs. 10,000—vide G.O. Ms. No. 2790, Public, dated 20th August 1956.

(5) It has been suggested that, for purposes of the execution of these works in the reverted National Extension Service Blocks, the Block Development Officers, in consultation with the Deputy Panchayat Officers concerned, may be empowered to permit the panchayats to contribute from their own funds any amount required to make up the estimated cost of works taken up. The Government consider that, under section 127 (2) of the Madras Village Panchayats Act, the Inspector of Municipal Councils and Local Boards may delegate the powers of sanctioning contributions under section 75 of the Act to the Block Development Officers in charge of the reverted National Extension Service Blocks so as to enable them to sanction contributions by the panchayats towards the execution of works taken up (not maintenance of works)—vide Memorandum No. 43325-RDP-I/55-1, Public, dated 30th November 1955—under the programme as was done in the case of the Collectors for sanctioning contribution by panchayats towards works under the Community Development, National Extension Service and Local Development Works Programmes—vide instructions issued in G.O. Ms. No. 1335, Public, dated 13th August 1954. The Inspector of Municipal Councils and Local Boards is requested to take necessary action and report to the Government at an early date. The Block Development Officers in charge of the reverted National Extension Service Blocks should see that the payment of contributions from panchayats are regulated in accordance with the instructions issued in G.O. Ms. No. 1939, L.A., dated 3rd October 1952.

(6) The panchayats should maintain separate accounts of the expenditure incurred in the execution of these works which will be scrutinized by the Deputy Panchayat Officers concerned and then submitted to the Block Development Officers of the reverted National Extension Service Blocks.

(7) The panchayats should also maintain separate accounts of the contributions realized from the villagers and taken credit for in the execution of the works.

(8) Any grants that the panchayats may claim for works executed from their funds should be limited to the actual expenditure incurred from the panchayat funds for the execution of such works.

(9) The entire programme should be implemented under the supervision and control of the Block Development Officers and their staff.

(120)

MEMORANDUM No. 137551-R.D.P.-VI/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH DECEMBER 1956.

[Local Development Works Programme—Communications—Width of roads—Reduction of—Delegation of powers to Revenue Divisional Officers—Proposal—Negatived.]

[*Reference.*—From the Collector of North Arcot, dated 21st November 1956, R.C. No. H.4-31389/56.]

The Collector of North Arcot is informed that the Government do not consider it necessary to empower the Revenue Divisional Officers to permit reduction in the width of village roads. Such reduction is to be permitted in exceptional cases only and therefore it is essential that the Collector scrutinises such cases.

(121)

G.O. Ms. No. 4171, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 14TH DECEMBER 1956.

[Community Development and Village Road Development Co-operative Scheme—Works damaged by Cyclone—Repairs—Meeting of cost—Orders issued.]

READ—the following papers :—

G.O. Ms. No. 1499, Public, dated 27th April 1956.

G.O. Ms. No. 2706, Public, dated 10th August 1956.

Reference from the Board of Revenue (Food Production), Madras, No. T. 726/56, dated 28th April 1956.

From the Collector of Ramanathapuram, dated 13th June 1956, No. Roc. V.3 14923/56.

Reference from the Board of Revenue, No. T. 2472/56, dated 18th September 1956.

Order—No. 4171, *Public (Rural Development Projects), dated 14th December* 1956.

The Government direct that the instructions issued in the Government Order first read above, be applicable to all works taken up under Community Projects, National Extension Service and Local Development Works and Village Road Development Co-operative Schemes.

2. The works referred to in references third and fifth read above may be dealt with according to the orders issued in paragraph 1 above.

3. As regards the loss caused on account of clotting of cement referred to in items 6 and 7 of the Annexure II and the loss caused by the dearth of bucks and perishing of prospis plants referred to

in the Tanjore Collector's letter No. Rc. 934/56-K.4, dated 2nd April 1956, the Government consider that the loss may be written off as they are Government property. The Collector of Tanjore is requested to submit proposals for writing off these amounts.

(122)

G.O. Ms. No. 4266, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 21ST DECEMBER 1956.

[Local Development Works—Programme—Local Development works in areas where National Extension Service programme has been implemented—Financing of—Instructions.]

READ—the following papers :—

G.O. Ms. No. 2727, Public, dated 11st August 1956.

Memorandum No. 10340–RDP.-VI/56-2, Public, dated 8th October 1956.

Demi-official from the Collector of Tirunelveli, dated 9th November 1956.

Letter from the Collector of Ramanathapuram, dated 15th November 1956, No. Roc. V.3-18139/56.

Order—No. 4266, *Public* (*Rural Development Projects*), *dated* 21*st December* 1956.

In G.O. Ms. No. 2727, Public, dated 11th August 1956, orders have been issued that no works in National Extension Service areas should be taken up under Local Development Works Programme without prior approval of the Government. In the memorandum second cited orders have been issued that water-supply works also should be taken up from National Extension Service funds only, since the allotment available under Local Development Works programme is very limited. The Collectors of Tirunelveli and Ramanathapuram have represented in the references third and fourth cited that several works have been taken up under Local Development Works Programme in the areas which have been constituted as National Extension Service blocks from 2nd October 1956 and that if these works are to be transferred to National Extension Service scheme, delays may be caused since they have to be included in the block programme which has to be approved by the Block Advisory Committee and the Government. In this connexion the attention of the Collectors is drawn to the instructions in Memorandum No. 42759 (R.D.P.-Accounts-C)/55/1, Public (Rural Development Projects), dated 10th November 1955, authorising the Collectors to implement schemes in anticipation of approval of the block programme. Therefore the works need not be held up on account of their transfer to the National Extension Service programme. Since they are sanctioned and committed works, they may be included in the block programme and executed in anticipation of approval of the block programme by the Government.

2. In order to avoid any delay in the matter the Collectors are authorized to incur expenditure and make payment for such works from the provisions of National Extension Service budget, pending approval of the over all programme by the Block Advisory Committee and the Government.

(123)

MEMORANDUM No. 119266-RDP.-ACCTS.-E/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH JANUARY 1957.

[Planning Commission—Local Development Works and Community Development Programme—Sanction orders works to be numbered serially—Certain instructions—Issued.]

[*References.*—(1) Memorandum No. 60655-RDP-Accts. C/55-1, Public (Rural Development Projects), dated 30th January 1956, (2) G.O. Ms. No. 2790, Public, dated 20th August 1956, and (3) From the Collector of South Kanara, dated 30th September 1956, No. M. 26766/56.]

In the memorandum first cited instructions have been issued regarding the assignment of work order number for works sanctioned under the Community Development and Local Development Works Programme. In G.O. Ms. No. 2790, Public, dated 20th August 1956, Revenue Divisional Officers have been authorized to accord administrative sanction for Community Development Programme and Local Development Works not exceeding Rs. 10,000. The Collector of South Kanara has in his letter third cited has requested instructions as to the procedure to be followed in cases, where the works are sanctioned by the Revenue Divisional Officers and the Board of Revenue.

2. All the Collectors excepting the Collector of Madras are informed that the instructions issued in the memorandum first cited will be applicable for works sanctioned by the Revenue Divisional Officers and the Board of Revenue also. But the works sanctioned by the Revenue Divisional Officers will commence with ' RD. No. ' and that those sanctioned by the Collectors and the Board of Revenue will commence with ' C.L. No. ' and ' BD. No. ' respectively.

3. The Revenue Divisional Officers will give a combined ' RD. No. ' for all works sanctioned under Community Development, National Extension Service or Local Development Works Programme in the sequence of sanctions accorded. The Board will give a combined ' BD No. ' for all works sanctioned for all districts similarly.

(124)

MEMORANDUM No. 121308-RDP.-VI/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 24TH JANUARY 1957.

[Community Development and National Extension Service—Execution of works—Requirements of Iron and Steel materials—Procurement in local market—Permitted.]

[*Reference.*—From the Collector of Tanjore, dated 30th November 1956, No. 22635/56-K.8.]

With reference to his letter cited, the attention of the Collector of Tanjore is invited to Memorandum No. 46532-RDP.-VI/55-3, Public (Rural Development Projects), dated 6th February 1956, Memorandum No. 45160-RDP. VI/55-10, Public (Rural Development Projects), dated 24th March 1956, and to Memorandum No. 82211-RDP.-VI/56-1, Public (Rural Development Projects), dated 21st June 1956. He is informed that the beneficiaries may be allowed to purchase imported steel from private importers but he should satisfy himself regarding the quality of steel used in the construction. The excess over the controlled price should be met entirely by the beneficiaries.

(125)

MEMORANDUM No. 44, PUBLIC, DATED 18TH FEBRUARY 1957.

[Community Development Programme including National Extension Service and Local Development Works—Construction of buildings—Use of locally available materials to the maximum extent possible—Instructions—Issued.]

[*Reference.*—Memorandum No. 231, Public, dated 3rd December 1956.]

The Rural Development Board at the meeting on 4th January 1957 recommended that in the execution of buildings for schools, libraries, welfare centres, etc., taken upon under the Community Development Programme, including National Extension Service and Local Development Works, locally available materials like brick, lime, clay, lime-mortar, seasoned countrywood, pan tiles, over flat tiles, palmyrah or countrywood rafters, etc., should be used as far as possible so that village industries may thrive. The prevailing shortage of cement and steel renders it necessary that as far as possible, for the smaller buildings and other works substitutes should be used so that the available supplies of cement and steel may be used for works for which they cannot be dispensed

with. The specifications in the Madras Detailed Standard Schedule and general specifications accompanying the type designs for office buildings, agricultural depots, primary health centres, maternity and child welfare centres, etc., which have been supplied to all Collectors and Block Development Officers provide for the use of the materials mentioned above. The attention of the Collectors, Revenue Divisional Officers and Block Development Officers is invited to the memorandum cited above and they are requested to see that for works taken up under the Community Development Programme and Local Development Works Programme, the use of cement and steel is kept down to the minimum and that only locally available materials are used as far as possible.

2. The Chief Engineers (Highways) and P.W.D. (General), are also requested to issue suitable instructions to their subordinates, for the use of local materials in such works subject to the condition that the work is sound and durable. They may also consider suitable modification of the minimum standards insisted in the Madras Detailed Standard Schedule, if necessary. The Chief Engineer (Highways) and Chief Engineer, P.W.D. (General) are requested to report the action taken in the matter.

(126)

MEMORANDUM No. 141145-RDP.-VI/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 18TH FEBRUARY 1957.

[National Extension Service—Rural Water-supply Works—Execution in Major Panchayats—Clarification—Issued.]

[*References.*—(1) Memorandum No. 103407-RDP-VI/56-2, Public (Rural Development Projects), dated 8th October 1956 and (2) From the Collector of Tiruchirappalli, dated 30th November 1956, No. Rc. R. 2-32645/56.]

The attention of the Collector of Tanjore is invited to the letter from the Community Project Administration extracted on page 27 of Volume I, Part II of the Manual on Community Development and to paragraph 1 of G.O. R. No. 1829, Public, dated 6th November 1956, and he is informed that there is no objection to taking up works under Community Development Programme/National Extension Service in major panchayat areas, provided the requisite public contribution is forthcoming in accordance with the rules. He is, therefore, informed that Rural Water-supply works in major panchayats covered by National Extension Service blocks cannot be taken up under the Local Development Works programme.

(127)

MEMORANDUM No. 118096-RDP.-VI/56-8, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 17TH MARCH 1957.

[Community Development Programme, including National Extension Service and Local Development Works—Execution of civil works—Cement—Supply to contractors—Return of empty bags—Recovery to be effected in case of default—Further instructions—Issued.]

[*Reference.*—Memorandum No. 20770-RDP.-VI/56-3, Public (Rural Development Projects), dated 28th August 1956, and Memorandum No. 46496-RDP.-VI/55-10, Public (Rural Development Projects), dated 28th August 1956.]

In the memorandum cited, instructions have been issued that whenever cement is supplied to the contractors from the departmental stock, the empty containers of cement should be returned to Government in good condition after completion of the work, failing which their cost at the rate allowed by the companies from time to time for bags returned to them should be recovered from the contractors. Instances have been brought to the notice of Government where the Block Development Officers, Project Executive Officers and other officers concerned with the supply of cement have not taken action to recover either the empty gunny bags or their cost from the contractors. As failure to recover the empty containers or their cost from the contractors will result in loss to Government to the extent of the rebate for return of empty gunnies. allowed by the cement companies, the Collectors, Revenue Divisional Officers, Project Executive Officers and Block Development Officers are requested to see that the instructions issued in memoranda cited are followed strictly.

(128)

MEMORANDUM No. 14933-RDP.-VI/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH MAY 1957.

[Community Development, National Extension Service and Local Development Works programmes—People's participation—Assessing the value of contribution—Regarding.]

[*Reference.*—From the Collector of Tirunelveli, dated 8th February 1957, Ref. No. D-4-28083/56.]

With reference to his letter cited, the Collector of Tirunelveli is informed that G.O. Ms. No. 171, Public, dated 19th January 1957 lays down that a minimum contribution of 15 per cent of the cost should be forthcoming from the beneficiaries for any work to

qualify for inclusion in the Community Development, National Extension Service and Local Development Works programmes. The general rules for these works require that 50 per cent of the cost of the works should be contributed by the people. The Government Order referred to above only lays down that out of the 50 per cent, 15 per cent should come from the people direct and therefore it is open to the local bodies to subscribe the balance of 35 per cent. The Government Memorandum No. 7153-RDP.-I/55-1, Public (Rural Development Projects), dated 13th September 1955, only contains the various items which can be classified as people's participation. Though contribution from the panchayats out of their own funds can be counted as public contribution, according to the orders in G.O. Ms. No. 171, Public, dated 19th January 1957, such contribution will be limited to the balance of public contribution due for a work according to the rules after 15 per cent has been contributed directly by the people. This rule regarding 15 per cent contribution from the people applies to Community Development and National Extension Service programmes also and grants out of funds collected by the panchayats from the villagers cannot be counted towards the 15 per cent contribution by the people.

(129)

MEMORANDUM No. 116156-RDP.-VI/56-6, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 11TH MAY 1957.

[Community Development, National Extension Service and Local Development Works—Execution of works—Supply of cement —Price to be adopted in estimates—Regarding.]

[*Reference.*—Demi-official from the Collector of Tanjore, dated 22nd September 1956, No. 38817/56-K.]

With reference to the demi-official cited the Collector of Tanjore is informed that the revised rates for cement may be allowed in regard to works sanctioned before the new rates were introduced and pending execution as far as the quantities purchased and used after 1st July 1956 are concerned. The presumption of the Collector that the rate to be adopted in the estimates sanctioned after 1st July 1956 is Rs. 102-8-0 per ton is correct.

2. Where local purchase is made, payment should be at local rates. Rebate for purchase on Government account will not be available if local purchase is resorted to. Since the rate paid for local purchases is higher, local purchases should be resorted to only in exceptional circumstances and should be kept down to the minimum.

(130)

MEMORANDUM No. 78, PUBLIC, DATED THE 11TH MAY 1957.

[Community Development, National Extension Service and Local Development Works—Execution of works—Supply of cement—Instructions.]

It is noticed that in several cases the Block Development Officers draw advances and remit the cost in advance to the firms when purchasing cement against permits issued by the Cement Controller. The Collectors are informed that the cement companies can ask for advance payment only when supplies are made outside the rate contract. According to the latest instructions, even in such cases of purchases on Government account, advances should not be insisted on by the selling agents. If the purchases are made under the rate contract there will be no necessity for advance payment and the Government will get the benefit of lower rates for purchases under rate contract. A rebate for purchases on Government account will also be available.

According to the existing orders only the Collectors are empowered to place indents for cement on the cement companies, as direct demanding officers. If the indents are sent by the Block Development Officers direct, the benefits of the rate contract will not be available. Therefore, the Collectors are requested to issue necessary instructions to the Block Development Officers not to place orders on the firms direct. The requirements of the various blocks may be called for periodically by the Collector and consolidated indents placed by him on the firms. The procedure to be followed is as follows :—

Indents should be placed by the Direct Demanding Officer against authorizations for specific quantities from the Cement Controller having jurisdiction over the area. When indent in the prescribed Form WSB. 136 is placed with the firm from which supplies for the area will have to be made, a copy of the indent should be despatched simultaneously to the Director-General of Supplies and Disposals, New Delhi, for acceptance of the supply order. On receipt of intimation of acceptance order, the firm will supply the quantity of cement indented for, direct to the consignee and submit the bill to the Pay and Accounts Officer, Ministry of Works, Housing and Supply, New Delhi, for 90 per cent payment and the balance of 10 per cent will be claimed along with the bill duly supported by the consignee's receipt certificates. After payments are made, the Pay and Accounts Officer, Ministry of Works, Housing and Supply, will intimate to the concerned Accountant-General for adjustment. The Accountant-General will in turn intimate details of adjustments for incorporation in the block accounts

Generally if the requirements for the works are anticipated in advance, supplies under rate contract can be obtained in time before the work is proceeded with. As soon as the work is sanctioned, the technical authority in charge of the work should assess and report the quantity of cement required for execution of the work. If necessary, the quantity of cement required for each work may be reported separately by the Block Development Officers and this will enable the Collector to indicate the requirements for the various works separately when sending indents to the cement distributors who can be asked to supply the cement required for each work direct to the consignee in each case, to be indicated separately.

Orders in G.O. Ms. No. 2623, Public, dated 23rd August 1955, permit local purchases at approved rates where requirements of cement for an individual work do not exceed ten tons and cement at Indian Stores Department rates is not available. Such local purchase will have to be made at approved open market rates. The benefits of Indian Stores Department rates and rebate for purchases on Government account that will be available in the case of purchases under rate contract will not be available. Therefore, this permission given for local purchases should be availed of only in exceptional cases. Ordinarily if prompt action is taken as soon as the work is sanctioned to get requirements of cement under rate contract, local purchases will not be necessary. In any case, the Block Development Officers can arrange to have some reserve stock with them to provide for the minimum requirements pending receipt of supplies against indents.

(131)

G.O. Ms. No. 1721, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 24TH MAY 1957.

[Community Development Programme including National Extension Service and Local Development Works—Construction of roads—Handing over to local bodies—Acceptance of gift deeds —Certain further instructions—Issued.]

READ—the following papers :—

G.O. Ms. No. 25, Agriculture, dated 2nd January 1954.
G.O. Ms. No. 2100, Public, dated 3rd November 1954.
G.O. Ms. No. 2495, Public, dated 14th December 1954.
G.O. Ms. No. 30, Public, dated 4th January 1955.
G.O. Ms. No. 2891, Public, dated 16th September 1955.
G.O. Ms. No. 1667, Public, dated 20th May 1957.

From the Accountant-General, Madras, dated 26th February 1957, **No. OA. 28, 38/53-57/961.**

Order—No. 1721, *Public (Rural Development Projects), dated 24th May* 1956.

It is essential that proper title to the lands on which works under Community Development, National Extension Service and

Local Development Works programmes are located should be obtained. Instructions have already been issued in the Government Orders first, second, third and sixth read above regarding acceptance of gift or relinquishment of lands for works taken up under the Community Development, National Extension Service and Local Development programmes.

2. After completion, the works have to be handed over for maintenance, to the local bodies or private bodies as the case may be. In the Government Orders, fourth and fifth read above, instructions have also been issued to the effect that the roads with structures, such as bridges, culverts, etc., constructed under the programmes should be handed over after completion to the local bodies concerned for future maintenance. Other works will have to be handed over to the local body/private body which has accepted the liability to maintain them, in accordance with rules issued from time to time by the Government. In his letter last read above, the Accountant-General, Madras, has reported that the completion of these essential steps are not being watched properly. The Government have examined the question and the following instructions are issued to ensure proper compliance with the prescribed procedure :—

(i) Separate files should be opened for each work taken up under Community Development, National Extension Service and Local Development Programmes, which should be closed only, after the valid title to the land required for the work is obtained by execution of proper gift deeds by the donors or by any other means and the work is handed over to district boards or panchayat boards or any other authority for maintenance.

(ii) Full information regarding the survey number of lands on which the work stands, with details regarding the mode of acquisition of the rights over the land by the Government should be available in each file.

(iii) A register in the form at Appendix I should be maintained in each of the blocks to watch action in the matter. Similar register should be maintained in the offices of Revenue Divisional Officers in respect of Local Development Works.

(iv) A register in the form at Appendix II should be maintained in each of the blocks, with separate pages for each village in the block, to give details of lands acquired by transfer, land acquisition or gift for various purposes under the programme. A similar register should be maintained in each Taluk office in respect of Local Development Works.

The files and registers referred to above should be made available for inspection by the Audit parties of this department and the Outside Audit Department of the Accountant-General and other Inspecting Officers.

Appendix I.

Name of the work.	Village and Survey numbers of the lands on which the work is located.	Whether the land has been separately subdivided.	Whether proper title has been obtained and if so, the mode of acquisition, whether by land acquisition proceedings, gift or transfer.	Whether the work has been handed over for maintenance.	Remarks.
Column (1).	Column (2).	Column (3).	Column (4).	Column (5).	Column (6).

APPENDIX II.

Survey number and Subdivision number.	Mode of acquisition [by (i) land acquisition proceedings, (ii) transfer or (iii), gift. If no (iii), mention name of donors].	Work for which land was given.	Authority to whom the work with the land has been handed over.
Column (1).	Colnmn (2).	Column (3).	Colnmn (4).

(132)

G.O. Ms. No. 1754, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH MAY 1957.

[Community Development, National Extension Service and Local Development Works Programmes—Execution of works—Powers relating to administrative sanction, technical sanction —Classification of works—Orders passed.]

READ—the following paper :—

G.O. Ms. No. 2173, Public, dated 11th November 1954.

Order—No. 1754, Public (Rural Development Projects), dated 28th May 1957.

In the Government Order cited orders have been issued that in the case of local development works, tender system may be resorted to only in cases where a high degree of technical skill is involved, in which case the work will have to be entrusted to professional contractors and that in other cases the work may be entrusted for execution to the village community, the beneficiaries or other agencies. The question what are the works requiring a high degree of technical skill, who is the authority to judge whether a work requires a high degree of technical skill and in such cases where tenders have to be called for, who will be the authority competent to call for and accept tenders, have been examined and the following orders are issued :—

(1) Major works such as bridges and works involving cement concrete only will be classified as works requiring a high degree of technical skill.

(2) In such cases (works involving a high degree of technical skill) tenders should be called for and the work entrusted to professional contractors.

(3) The authority competent to accord administrative sanction for the work will be the authority to decide whether the work is one involving a high degree of technical skill and whether it should be entrusted to the professional contractors. The administrative authority will consult the technical authority competent to accord technical sanction.

(4) In all cases the administrative authority will call for and accept tenders in consultation with the technical authority competent to accord technical sanction. The financial limits of powers for acceptance of tenders will be the same as those prescribed for according administrative sanction to estimates.

2. In cases of works involving a high degree of technical skill, the work may be entrusted to the beneficiaries if they employ qualified technical personnel; the qualifications required will be decided by the administrative authority, in consultation with the technical authority.

In all these matters, the decision of the administrative authority competent to accord administrative sanction for the work will be final.

3. These orders will apply to works taken up under Community Development, National Extension Service and Local Development Works Programmes.

(133)

MEMORANDUM No. 146441-RDP.-VI/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 31ST MAY 1957.

[Community Development, National Extension Service and Local Development Works Programmes—Execution of works without estimates—Mode of sanction—Procedure—Prescribed.]

[*Reference.*—G.O. Ms. No. 640, Public, dated 28th February 1955, Memorandum No. 46774-RDP. Accts.-E/55-3, Public (Rural Development Projects), dated 19th December 1955, and from the Collector of Tanjore, dated 11th December 1955, Rc. 49065/56/K-1.]

Permission has been accorded in G.O. Ms. No. 640, Public, dated 28th February 1955, first cited, to take up for execution of works costing up to Rs. 3,000 without detailed estimates. A model form of proceedings adopted for sanctioning such works under the Local Development Works programme has been evolved and commended for adoption by the Collectors—vide Memorandum No. 46774-RDP. Accts.-E/55-3, Public (Rural Development Projects), dated 19th December 1955 cited. In G.O. Ms. No. 2790, Public, dated 20th August 1956, it has been ordered that the Collector will be the authority competent to approve inclusion of a work in the

programme of works under the Community Development, National Extension Service and Local Development Works Programme. A question has been raised whether in the case of works taken up without estimates the inclusion of the work in the programme following the prescribed procedure can be deemed to be sanction for incurring expenditure on those works or whether a formal proceedings should be issued by the competent authorities to incur expenditure on those works. The matter has been carefully examined and the Government consider that, apart from the approval for inclusion of the scheme in the programme of works, a separate sanction may be accorded for the expenditure on these works. They accordingly direct that after the work is included in the programme in accordance with the procedure laid down, an order in the form prescribed in the memorandum second cited (copy enclosed) should be issued by the officer competent to accord administrative approval to estimates of the same value. The Collectors, Revenue Divisional Officers and Block Development Officers are requested to take action accordingly.

The Collector of Tanjore is informed that a work may be taken up if it is included in the overall programme approved by the Block Advisory Committee and the Government or if it is approved by the Collector in anticipation of its inclusion in the overall programme. In the later case, it will have to be included in the supplemental overall programme by obtaining the approval of Block Advisory Committee and Government. Approval by the Block Advisory Committee also is not sufficient. Under Local Development Works programme, the Collector is the competent authority to include works in the programme.

(134)

MEMORANDUM No. 14603-RDP.-VI/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 1ST JUNE 1957.

[Community Development programme—Including National Extension Service—Post-intensive developments—Execution of civil works—Sharing of petty supervision charges—Orders issued.]

[*Reference.*—G.O. Ms. No. 3229, Public, dated 27th September 1956, G.O. Ms. No. 3241, Public, dated 28th September 1956, G.O. Ms. No. 3321, Public, dated 8th October 1956, G.O. Ms. No. 4111, Public, dated 6th December 1956, from the Block Development Officer, Tirukalikundram, National Extension Service (Post-intensive development block), dated 7th February 1957, No. Rc. 1272/56-A.]

In the Government Orders second and fourth cited, instructions have been issued regarding the works programme in the National Extension Service (Post-intensive development blocks). In the

Government Order third cited it has been laid down that expenditure towards petty supervision charges in respect of works under Community Development, National Extension Service and Local Devolpment Works may be incurred subject to a limit of 2 per cent of the cost of the work.

The Government have examined the question of petty supervision charges, i.e., pay of Road Inspectors employed for supervising the works and direct that expenditure may be incurred towards petty supervision charges in the post-intensive stage up to the limit laid down in the Government Order third cited, subject to the condition that the total expenditure on the work from the block funds, i.e., grant for the work and petty supervision charges, does not exceed the ceiling of Rs. 1,000 per work fixed in the G.O. Ms No. 3241, Public, dated 28th September 1956.

(135)

MEMORANDUM No. 10111-RDP.-VI/57-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 3RD JUNE 1957.

[Community Projects, National Extension Service and Local Development Works—Execution of civil works—Materials purchased by beneficiaries—Selection after inviting quotations —Instructions issued.]

[*Reference*.—(1)From the Accountant-General, Madras, dated 28th January 1957, No. O.A. Pro. 1690, and (2) from the Chief Engineer (Highways), dated 15th April 1957, No. 9308/B.2/ 57-H-4.]

The Accountant-General, Madras, has brought to notice that the departmental officers, who are in charge of the works taken up for execution under the Community Development, National Extension Service and Local Development Works programmes have not ensured that purchases are made after calling for tenders with a view to secure the lowest rates, in the case of payment for materials purchased by the beneficiaries direct. The Government have examined this in consultation with Chief Engineer (Highways) and issue the following instructions.

2. Materials required may be broadly classified as follows :—

(1) Controlled articles procured after obtaining quota certificates either through the I.S.D. (Indian Stores Depot) or direct from the stockists like cement, steel.

(2) Articles for which prices are controlled but no quota certificate is required like R.C.C. Hume pipes, gas pipes, tyres, tubes, etc.

(3) Materials for which rates are provided in the current schedule of rates like road metal, brick, lime, etc.

(4) Sundry items and equipments like pumps, sanitary fittings, points.

As the prices for items (1) and (2) mentioned above are controlled, the beneficiaries may be allowed to procure them without calling for quotations.

For items under category 3 which find place in the schedule of rates, the beneficiaries may be paid at the rates specified in the schedule of rates.

3. For other items coming under category 4, it is desirable that quotations are invited and decision taken, keeping in view the cost and the quality of the material. As it will not be possible for a beneficiary to invite tenders or quotations and choose the best out of them with due regard to cost and quality, the departmental officers in charge of the work should invite tenders or quotations, decide upon the best quotations and direct the beneficiary to purchase the same and pay for it at rates already decided.

(136)

MEMORANDUM No. 94, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 25TH JUNE 1957.

[Local Development Works—Investigation charges for works—Clarification Authority competent to accord technical sanction to investigation—Estimates.]

[*Reference.*—G.O. Ms. No. 1466, Public, dated 2nd May 1955; from the Board of Revenue, No. 9867/55-6-F.P.-VII-8, dated 3rd January 1956; from the Chief Engineer, Public Works Department (General), No. 3153, Wks. 5/55-19, dated 27th February 1957; from the Chief Engineer (Highways), No. 31662J-1/56, H.R., dated 14th December 1956; and from the Chief Engineer, Public Works Department (General) No. 3153, Wks.-II-3/55-35, dated 30th April 1957.]

In continuation of the instructions issued in the Government Order cited regarding sanctioning expenditure on investigation for works taken up under the Local Development Works programme, the Board of Revenue (Food Production) and all Collectors except Madras are informed that investigation estimates are not generally sanctioned for building works. In respect of bridge works, the officers of Highways Department are competent to accord technical approval to investigation estimates for works which have been approved administratively by the competent authority up to the limit of their powers of technical sanction of estimates for works

2. In respect of Major Rural Water-supply works attention is invited to the orders in G.O. Ms. No. 728, Health, dated 27th February 1956.

(137)

MEMORANDUM No. 96, PUBLIC, DATED 27TH JUNE 1957.

[Communications—Community Development and National Extension Service Programme—Village Roads—Maintenance of —Instructions.]

[*Reference.*—(1) G.O. Ms. No. 30, Public, dated 4th January 1955 and (2) G.O. Ms. No. 2894, Public, dated 16th September 1955.]

Roads formed under the various development programmes such as Community Development, National Extension Service, Local Development Works and Village Road Development Co-operative Schemes will have to be handed over to the local bodies after formation, for future maintenance. The funds available with the local bodies for maintenance of these roads are very limited and with the progressive increase in the mileage of roads, it is found that the local bodies are unable to meet their commitments in the matter and keep these roads in proper condition. It has been suggested that voluntary labour of the village community may be mobilized for proper maintenance of these roads to supplement the efforts of local bodies in the matter. These roads have been formed with public participation largely in the form of voluntary labour. It is reasonable to expect that people will be coming forward to maintain the roads in proper condition if they are given the opportunity.

2. The Government, therefore, direct that as far as possible local bodies should take advantage of voluntary labour that may be forthcoming from the local people to maintain these roads in proper condition. The National Extension Service Programme is expected to cover the entire State during the Second Five-Year Plan period and already a substantial portion has been covered by these programmes. The block staff should help the local bodies concerned in mobilising voluntary labour, local initiative and resources in cash and kind to keep these roads in proper condition.

3. Where voluntary labour is mobilized for maintenance of these roads, whether entrusted to the district board or panchayats, necessary equipment such as stone rollers and small tools like pades, etc., should be made available by the Highways Department to the extent they can be spared. Where the tools lent are damaged beyond normal wear and tear or lost, the cost of repair or of replacement should be paid by the District Board or Panchayat Board concerned . No hire charges need be levied except when the rollers are kept idle due to neglect or delay in using them, in which case hire charges should be levied at Re. 1 per day.

4. The Chief Engineer is requested to submit a report on the working of this scheme for public participation in the maintenance of roads after watching the progress for one year, not later than 30th April 1958.

(138)

MEMORANDUM No. 64933-RDP.-VI/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 26TH JULY 1957.

[Community Development and National Extension Service Programmes including Local Development works—Rural water-supply—Utilization of services of water-diviner—Payment of remuneration—Regarding.]

[*Reference.*—(1) Memorandum No. 302/54-2, Public (Rural Development Projects), dated 13th September 1954, (2) Memorandum No. 2445/54-2, Public (Rural Development Projects), dated 18th November 1954, (3) G.O. Ms. No. 2508, Public, dated 11th August 1955, (4) G.O. Ms. No. 1467, Public, dated 1st May 1957, and (5) Petition from Sri P. Kuppusamy, Water Diviner, dated 19th June 1957.]

Sri P. S. Kuppusamy, water diviner, has represented that some of the Block Development Officers and the Revenue Divisional Officers have been refusing payment of the balance of 50 per cent of the remuneration in respect of wells, where potable water has been struck, on the ground that according to the orders in paragraph (i) of G.O. Ms. No. 1467, Public, dated the 1st May 1957, the balance of the remuneration is payable only after the work is completed. In this connexion, attention of all the Block Development Officers and the Revenue Divisional Officers is drawn to the instructions already issued in paragraph 2 of Memorandum No. 302/54-2, Public (Rural Development Projects-XI), dated 13th September 1954, as subsequently amended in Memorandum No. 2445/54-2, Public (Rural Development Projects-XI), dated 13th November 1954 and they are informed that the balance of remuneration due to the water diviner, may be paid as soon as potable water to struck.

(139)

MEMORANDUM No. 60508-RDP.-VI/57-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 31ST JULY 1957.

[Community Project, National Extension Service and Local Development works programmes—Formation of roads for benefit of Harijans—Free feeding while contributing in the form of labour—Instructions issued.]

[*Reference.*—(1) G.O. Ms. No. 2570, Public, dated 23rd December 1954, and (2) G.O. Ms. No. 2893, Industries Labour and Co-operation, dated 12th June 1956.]

In paragraph 2 (a) of the Government Order first cited it has been ordered that when katcha roads are formed under the Community Development and National Extension Service Programme by the Harijans themselves by contributing labour, they would be

fed during that period, from the Harijan Welfare funds. Orders regarding incurring of the expenditure from the Harijan Welfare fund have been issued in the Government Order 2nd cited. At the District Level Conference held in the Chingleput Collector's office on the 19th May 1957, it was pointed out that this concession to Harijans was not being utilized generally, presumably because the officers in-charge of the works were not aware of the orders.

2. The Government direct that these orders will apply to road works under Local Development Works Programme. The orders in the matter are once again brought to the notice of all officers concerned so that there may be no difficulty in giving effect to them and in utilizing the voluntary labour of Harijans for communication works under Community Development, National Extension Service and Local Development Works programmes.

(140)

MEMORANDUM No. 70959-RDP.-VII/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 31ST JULY 1957.

[Community Development and Local Development Works Programme—Recommendations of the Sub-committee of the Intra-State Seminar held at Courtallam—Instructions regarding collection of contribution in kind—Issued.]

[*Reference.*—G.O. Ms. No. 171, Public (Rural Development Projects), dated 19th January 1957.]

At the Intra-State Seminar held at Courtallam in December, 1956 it was represented that contribution in cash only should not be insisted on for children's parks, etc., and that people should be allowed to contribute, land, equipment, etc., as their share. The attention of the Collectors is drawn to G.O. Ms. No. 1300, Public (Rural Development Projects), dated 17th April 1957, wherein instructions regarding public contributions have been issued. Item 16 (1) of the Appendix to the Government Order which reads—' people's participation should be assessed in terms of voluntary contribution in cash, kind and labour for works of common benefit '—will make it clear that contributions in kind or labour are contemplated for all works and schemes. Contributions in the form of land or materials are also accepted, for all works and schemes under the Community Development Programmes. Their attention is also drawn to the G.O. Ms. No. 1126, Public (Rural Development Projects), dated 20th March 1956 regarding road works wherein inclusion of the value of land in public contribution is definitely contemplated and they are informed that the same principle applies to all works and schemes, i.e., land value will be taken as public contribution against which payment will be made for further items of works but no payment for land itself will be made to the beneficiaries.

APPENDIX XI—MEDICAL AND PUBLIC HEALTH.

(9)

G.O. Ms. No. 1583, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 13TH MAY 1957.

[Community Development Programme—Health and Sanitation—Pilot Projects for Latrine construction—Orders issued.]

The Research-*cum*-Action Team, Poonamalle (Ford Foundation), proposes to take up a project in selected villages in Chingleput district for conducting an intensive drive for environmental sanitation. It is proposed to educate the people regarding use of sanitary latrines as a means to stop the spread of diseases. Twenty-four villages in Tiruvallur, Kadambathur and Uthukottai blocks in Chingleput district have been selected for implementing the project in the first instance. It has been suggested that when people, in response to the propaganda and education on sanitary latrines, come forward to construct private latrines, some inducement by way of subsidy should be offered because the cost of construction will be beyond their means. The Government have considered the question and direct that the pattern of assistance in the construction of private latrines in the selected villages will be as follows :—

(1) Subsidy at the rate of Rs. 20 will be made available towards the cost of the latrine including superstructure. This subsidy is meant to cover 75 per cent of the cost of the materials for the actual construction of the latrine, namely, squatting slab, pan plus trap, connecting pipe and cover for the pit. But this amount will be disbursed to the villager on completion of the work to ensure that it is properly utilised.

(2) Three augers will be provided from block funds in each of the three blocks. These will be made available to the villagers who want to construct latrines.

(3) The Grama Sevaks and Sevikas in charge of the selected villages will provide the technical assistance and supervision in the construction of these latrines. For this purpose they will be sent to Poonamallee for training in the methods of approach to popularise latrine construction as well as details relating to construction.

(4) The balance of expenditure and the labour necessary for the construction of the latrine and the superstructure should be met by the villagers.

(5) The village leaders will be trained in the methods of approach for educating the people on the need for environmental sanitation and also on latrine construction during Village Leaders' camps to be organized in the blocks.

2. The expenditure on the payment of subsidy should be debited to "Health and Rural Sanitation—Works" under "63-B Community Development Projects—National Extension Service and Local Development Works—(i) Community Development Projects or (ii) National Extension Service as the case may be.

3. Twenty-four villages have been selected for implementation of the project at the rate of 8 in each block. The target will be 500 latrines for each block to the constructed before the close of the project period namely September 1958. The Block Development Officers will be in charge of the administration of the construction programme and disbursement of the subsidies. The Block Develpment Officers should take necessary action to stock materials such as squatting slabs, etc., in consultation with the officers of the Research-*cum*-Action Team, Poonamallee, for sale to the villagers.

4. In addition to the above subsidy which will be available, to Harijans who want to avail of the scheme, the Harijan Welfare Department will meet the balance of the cost of construction, except 10 per cent of the total cost, which should be forthcoming from the beneficiary. However, since it is expected that in a large majority of cases, the Harijans will not be in a position to take advantage of the scheme, community latrines will be provided in Harijan Colonies entirely at the cost of Government, to be met from Harijan Welfare funds. But maximum use of public contribution by way of labour should be made in the construction of latrines.

APPENDIX XII—IRRIGATION.

(9)

G.O. Ms. No. 4845, P.W., DATED 28TH DECEMBER 1955.

[Irrigation—Minor Irrigation Works in charge of Public Works Department in Community Projects, Community Development and National Extension Scheme areas—Entrustment to village Committees for execution—Orders issued.]

READ—the following papers :—

From the Honorary Project Executive Officer, Gandhigram, Madurai, dated 16th July 1953.

From the Chief Engineer (Irrigation), dated 9th August 1955, No. 4486/53-A-20.

From the Board of Revenue (Food Production), B.P. Rt. No. 1278, dated 18th August 1955.

Order—No. 4845, *P.W., dated 28th December* 1955.

The Honorary Project Executive Officer, Gandhigram, Madurai, has suggested that minor irrigation works in charge of the Public Works Department in the Community Project areas may be entrusted to the Village Committees of the respective areas at estimated cost for execution with a view to provide work to the labourers in the respective villages and to obtain the maximum co-operation of the villagers in the execution of Community Project Works.

2. The Government have examined the suggestion and direct that as an experimental measure for a period of two years the minor irrigation works in charge of the Public Works Department costing Rs. 7,500 (rupees seven thousand and five hundred only) or less in the Community Project, Community Development and National Extension Scheme areas be entrusted to the village committees of the respective areas at estimated cost for execution without calling for tenders. Such entrustment of minor irrigation works in charge of the Public Works Department (up to a maximum limit of Rs. 7,500) to the village committees will, however, be at the discretion of the Executive Engineer concerned who should satisfy himself about the competency of the village committee to execute the work in question.

3. The Chief Engineer (Irrigation) is requested to examine in due course the question of continuance of the orders issued in paragraph 2 above and to submit his recommendations in the matter through the Board of Revenue (Food Production), so as to reach the Government a month in advance of the expiry of the period specified in the order.

(10)

MEMORANDUM No. 85422-RDP-V./56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH JULY 1956.

[Community Development Programme—Public Co-operation in regard to Flood Control and Irrigation Schemes.]

[*Reference.*—Letter from the Community Projects Administration, New Delhi, dated 27th June 1956, No. CPA/9 (25)/56 Prg.]

A copy of the letter cited is communicated to all the Collectors except the Collector of Madras. The Collectors are requested to issue suitable instructions to all the Social Education Organisers in their districts on the lines indicated by the Community Projects Administration.

ENCLOSURE.

Community Projects Administration Letter addressed to the Development Commissioners/Directors of Community Projects, dated 27th June 1956. No. CPA/9 (25)/56-Prg.

[Public Co-operation in regard to Flood Control and Irrigation Schemes.]

The possibility of enlisting greater public co-operation in regard to flood control and irrigation schemes has been under the consideration of the Government for some time. Normally the Project|Block personnel help in co-ordinating the activities of other departments functioning in the development area. In the field of flood control and irrigation schemes also which are undertaken in the Community Projects|National Extension Service areas the need for co-ordination between the Executive staff of the Flood Protection Works and the Extension staff is necessary.

It is, therefore, requested that the Social Education Organizers may be instructed that in the course of the discharge of their normal duties, they should as and when possible remain in touch with the subject-matter-specialists and experts employed under the schemes to find out where a process of education is necessary to create an understanding of their plans. With a view to securing maximum amount of success in the Irrigation and Flood Control Schemes, the Social Education Organizers in the development areas may as and when necessary:

(1) educate the people about the havocs wrought by the floods and famines and the utility of these projects and the urgency with which these projects should be completed, and

(2) encourage local population to enlist themselves for work in the various projects.

(11)

MEMORANDUM No. 89089-RDP-V/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 1ST OCTOBER 1956.

[Community Development/National Extension Service Programme —5th Development Commissioners' Conference—Recommendations on irrigation—Synchronised promotion of seasonal activities—Instructions issued.]

An extract of the recommendations of the 5th Development Commissioner's Conference on synchronised promotion of seasonal activities, is forwarded herewith to all Block Development Officers

(Community Projects, Community Development and National Extension Service) and all Collectors, except the Collector of Madras. A programme for the synchronisation of extension work in the blocks with different seasons of the year should be drawn up in consultation with the District Agriculture Officer concerned, taking into account the local seasonal conditions. Their attention in this connection is drawn to Memorandum No. 82340-RDP-V/56-3, Public (Rural Development Projects), dated 2nd August 1956, in which instructions have been issued that agriculture should receive top priority and Memorandum No. 100137-RDP-IX/56-1, Public (Rural Development Projects), dated 24th August 1956, in which instructions have been issued that the Gramasevaks should be permitted to devote greater attention to agricultural work and that they should not be burdened with other works during agricultural seasons. The programme in the block should be so drawn up, that the gramasevaks are able to bestow proper attention to agriculture during the agricultural seasons.

ENCLOSURE.

Extract of the recommendations of the Fifth Development Commissioners' Conference on synchronized promotion of seasonal activities.

(h) *Irrigation*—(iii) *Synchronized promotion of seasonal activities.*—It was considered feasible to draw up a programme for the synchronization of extension work in the different seasons of the year. The pattern of the programme will be different in different parts of the country. State Governments may make such modifications as may be necessary.

(12)

G.O. Ms. No. 3859, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 15TH NOVEMBER 1956.

[Community Development Programme—Irrigation—Grant of loans for Irrigational facilities—Subsidy for private irrigation works—Continued—Orders issued.]

READ—the following papers :—

G.O. Ms. No. 3339, Public (Rural Development Projects), dated 3rd November 1955.

Government Memorandum No. 53003-RDP-V/55-3, Public (Rural Development Projects), dated 13th February 1956.

Government Memorandum No. 3183-RDP-V/56-1, Public (Rural Development Projects), dated 31st January 1956.

G.O. Ms. No. 3282, Public (Rural Development Projects), dated 4th October 1956.

From the Ministry of Community Development, Public (Rural Development Projects), dated 3rd October 1956, No. MCD. 1 (1) Bd./56.

Order—No. 3859, *Public (Rural Development Projects), dated* 15th *November* 1956.

In the Government Order first cited, the decision of Community Projects Administration to allow 25 per cent subsidy in the case of loans for private irrigation works in Community Development/National Extension Service areas was communicated to all officers. The scheme was to be in force till 31st March 1956.

2. In Government Order fourth cited, orders have been issued to the effect that the scheme for 25 per cent subsidy on private irrigation schemes communicated in G.O. Ms. No. 3339, Public (Rural Development Projects), dated 3rd November 1955, will be in force in the Community Development/National Extension Service blocks which came into being on and after 1st April 1956.

3. In their letter last cited, the Government of India, Ministry of Community Development have communicated that the above scheme of subsidy should be continued even in the Community Development/National Extension Service blocks of First Five-Year Plan period, for the duration of the period of operation, irrespective of the expiry of the First Plan period. The Government, therefore, direct that the subsidy allowed as per Government Order first cited will be available in the case of loans granted from block funds in all Community Development/National Extension Service blocks. However, the subsidy need not be allowed in the case of loans sanctioned already without subsidy.

(13)

MEMORANDUM No. 130033-RDP-V/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 2ND FEBRUARY 1957.

[Community Development/National Extension Service—Irrigation —Silt clearance, conversion of mud dams, etc., in Community Development and National Extension Service blocks—Incurring of expenditure—Orders issued.]

[*Reference.*—Government Memorandum No. 2807-RDP-V/54-2, Public (Rural Development Projects), dated 9th February 1955.]

In the Memorandum cited, works such as silt clearance, conversion of mud dams into permanent structures, etc., were permitted to be taken up in National Extension Service blocks, from the non-loan provision available under the head ' Local Works '. From 1st April 1956, the Government of India, Ministry of Community Development have revised the budget allotments for both National Extension Service and Community Development blocks, according to which there is no provision under ' Local Works ' in the National Extension Service budget. The Government have, therefore, examined the need for providing for such works both in the

Community Development and National Extension Service blocks and direct that such works may be taken in Community Development and National Extension Service blocks and that provision may be made for such works under 'Agriculture and Animal Husbandry' extension by diversion from the non-loan provision available in the schematic budget under other heads. The Collectors may decide whether such provision is necessary and, if so, the amount required with reference to local conditions. Approval of the Government, for such diversion should be obtained by including the proposal in the overall programmes.

The grant from block funds permissible for the works permitted to be taken up should be limited to 20 per cent of the total cost of the works.

(Memo. No. 36074-RDP-V/57-1, Public (Rural Development Projects), dated 3rd May 1957.)

(14)

G.O. R. No. 256, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH FEBRUARY 1957.

[Community Development Programme—Loans for irrigation facilities—Subsidy for private irrigation works—Disbursement of subsidy and adjustment in accounts procedure—Prescribed.]

READ—the following papers :—

G.O. Ms. No. 3339, Public (Rural Development Projects), dated 3rd November 1955.

G.O. Ms. No. 3589, Public (Rural Development Projects), dated 15th November 1956.

Order—No. 256, Public (Rural Development Projects), dated 28th February 1957.

In the orders read above, the Government have communicated their decision to allow 25 per cent subsidy in the case of loans for private irrigation works in Community Development and National Extension Service areas for the blocks to be taken up from 1st April 1956 under the Second Plan and also for all the Community Development and National Extension Service blocks of the First Five-Year Plan which continue during the Second Five-Year Plan period, up to the expiry of the intensive stage. According to the procedure now obtaining for disbursement of loans for private irrigation works and the adjustment of the subsidy, the entire loan amount is disbursed in full, in the first instalment, and then 25 per cent of the loan treated as subsidy to be adjusted on satisfactory completion of each work by obtaining reports from the Collectors. As the entire amount is disbursed in advance, the ryots have no special inducement to complete the work early within the time fixed and delays are noticed. Further the accounting procedure for adjustment and subsequent re-adjustment of grant portion is cumbursome and leads to delays.

2. The Government have re-examined the question and direct that in future in the case of such loans for private irrigation works in National Extension Service and Community Development areas, only 75 per cent of the amount required, i.e., (the loan portion only), should be advanced, based on the estimated cost of the work, and the expenditure debited to "Loans to Local Funds, private parties, etc."—Loans under the Community Development Programme (Scheme included in the Five-Year Plan) under the relevant sub-head of account "(i) Loans for National Extension Service Schemes" or "(ii) Loans for Community Development Projects and Blocks", as the case may be. On satisfactory completion of the work the Block Development Officer should pay the balance of the 25 per cent being the subsidy portion and debit the amount to the 'Irrigation' under "63-B. Community Development Projects, National Extension Service and Local Development Works—(i) Community Development Programme or (ii) National Extension Service", as the case may be.

3. (a) In order to ensure that the loans are utilised for the purpose for which they were advanced and promptly, the authority sanctioning the loan should fix a target date, for completion of the work allowing reasonable time to the loanee, taking into account the nature of work. The sanction orders should make clear that the work should be completed before that date to qualify for the 25 per cent subsidy. However, the authority competent under Takkavi Manual may grant extension of time for such works for valid reasons.

(b) If the work is completed for less than the amount estimated originally the loan and subsidy portion should be suitably revised and payment of the balance of the amount only should be made. It should be the endeavour of the sanctioning officer to see that correct estimates for the work is prepared so that the amounts sanctioned as the loan portion may not, under any circumstances, result in any overpayment of loan portion, necessitating any re-adjustment of the excess amount towards the subsidiary portion. However, in extraordinary circumstances, where on completion of a work, the loan portion of 75 per cent for a particular work is found in excess, resulting in the re-adjustment of loan portion and subsidy portion, a statement showing the amount sanctioned, the re-adjustment to be made should be furnished with the monthly statement of expenditure for loans in the Annexure appended to this order. The explanation of the officer sanctioning the loan regarding the necessity for the revision of the cost of the work and why a proper estimate of that was not made at the time of sanction should be furnished in each case. A *Nil* report may be sent if no adjustments are necessary in any particular period.

(c) The loan order should be issued only for the loan portion, i.e., 75 per cent of the estimated cost and fixation of instalments, issue of advices to treasury, etc., under the Takkavi Manual will be

for the loan portion only. The loan order will, however, include a stipulation that on satisfactory completion of the work before the target date fixed, the subsidy (25 per cent of the cost) will be paid.

(*d*) The subsidy portion will not exceed one-fourth of the cost of the completed work as estimated at the time of sanction and if, on completion of the work the amount paid initially towards loan portion is found to be in excess, the amount actually due after re-adjustment of the excess amount, will be paid towards the subsidy portion.

4. The Collectors are informed the above procedure will apply to loan granted under subsidy scheme from 1st March 1957.

5. In regard to the expenditure incurred from April 1956 to 28th February 1957 on the subsidy scheme, the attention of the Collectors is invited to the instructions contained in Memorandum No. 46220-RDP-Accts-C/56, Public (Rural Development Projects), dated 27th February 1956, as amended in Memorandum No. 70061/56-1, dated 9th June 1956 (copies enclosed) and they are requested to send quarterly reports for effecting necessary adjustments. The return should be prepared for each Community Development and National Extension Service block separately. A *Nil* return should be sent if there are no transactions.

ENCLOSURE.

Memorandum No. 36952-*RDP-Accts.-C*|57-1, *Public (Rural Development Projects), dated 24th April* 1957.

[National Extension Service—Loans for irrigation facilities—Subsidy for private irrigation works—Adjustment of cost—Procedure.]

[*Reference.*—From the Collector of Ramanathapuram, dated 4th April 1957, No. Roc. V8-9289|57.]

With reference to his letter cited the attention of the Collector of Ramanathapuram is invited to paragraph 5 of G.O.R. No. 256, Public (Rural Development Projects), dated 28th February 1957, prescribing the quarterly return for the period April 1956 to 28th February 1957. His attention is also invited to paragraph 4 of Memorandum No. 46220-RDP-Accts.-C|55-1, Public (Rural Development Projects), dated 27th February 1956, enclosed in the Government Order—where it is laid down that the quarterly return should be sent to Government to reach not later than 15th of the succeeding month of each quarter, i.e., 15th July, 15th October, 15th January and 15th April.

2. The return may be retained for a period of five years.

(15)

G.O.R. No. 1986, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH OCTOBER 1957.

[Community Development Programme—Loans for Irrigation facilities—Subsidy for private irrigation works—Disbursement of subsidy and adjustment in accounts—Procedure prescribed in G.O. R. No. 256, Public (Rural Development Projects), dated 28th February 1957—Further instructions issued.]

READ—the following papers :—

G.O. R. No. 256, Public (Rural Development Projects), dated 28th February 1957.

From the Accountant-General, Madras, dated 20th April 1957, Reference No. D.A. 8. CP. Gl. 10/29.

Order—No. 1986, *Public (Rural Development Projects), dated* 8th *October* 1957.

In the Government Order cited the accounting procedure, in regard to the grant of 25 per cent subsidy for private irrigation works in Community Development/National Extension Service areas has been laid down. In this connection, the Accountant-General, Madras, has raised the following points :—

(1) The technical officers who are competent to assess the value of the private irrigation works may be specified.

(2) Instructions may be issued to the departmental officers to attach to the bills for 25 per cent subsidy drawn under " 63-B. Community Development Projects/National Extension Service—Irrigation ", etc., valuation statements certified to by the competent officers (to be specified by Government) showing the full assessed value of works, the amount of subsidy and the amount of loan paid already.

(3) The departmental officers may also be instructed to furnish the certificate in the concerned bills that the works have been completed within the time limit [as specified in paragraph 3 (*a*) of G.O. R. No. 256, Public (Rural Development Projects), dated 28th February 1957] so as to qualify the 25 per cent subsidy.

2. The points raised by the Accountant-General have been examined by the Government and the following orders are issued :—

Point (1).—The orders in paragraph 1 of Chapter 7 of the executive instructions appended to G.O. Ms. No. 2193, Public (Rural Development Projects), dated 13th July 1955, require that in regard to inspection of works of technical nature in Engineering personnel in the National Extension Service/Community Development blocks should attend to them. These orders will also apply to the private irrigation works under reference.

Point (2).—*Add* the following at the conclusion of paragraph 2 of G.O. R. No. 256, Public (Rural Development Projects), dated 28th February 1957 :—

" Valuation statement certified by the competent authority showing the full assessed value of works, the amount of subsidy and the amount of loan paid already should be attached to the bills referred to above ".

Point (3).—*Add* the following at the end of paragraph 8 (*a*) of G.O. R. No. 256, Public (Rural Development Projects), dated 28th February 1957 :—

" A certificate should be attached to such bills that the works have been completed within the time limit or extended time limit specified, to qualify for the 25 per cent subsidy ".

APPENDIX XIII.—HOUSING, OFFICE BUILDINGS AND STAFF QUARTERS.

(18)

G.O. Ms. No. 1464, PUBLIC, DATED 25TH APRIL 1956.

[Community Development Programmes including Local Development Works—Buildings constructed under—Proposals for Electrification—Orders—Issued.]

Several buildings for schools, dispensaries, etc., are being constructed under the Community Development and Local Development Works programmes. It is desirable that they are electrified, wherever electricity is available and the people are willing to bear their share of the expenditure. Therefore, Government direct that electrification of buildings constructed under these programmes may be taken up and included in the estimate for the work.

The grant for the work including electrification will be limited according to rules in force regarding the grants admissible for various categories of works. No separate grant will be admissible for electrification. The cost of electrification should not exceed Rs. 1,000 in a single case.

Collectors may accord administrative sanction to electrification of buildings. Preparation and technical sanction of estimates and execution of the work will be governed by the rules which apply to Government buildings.

(19)

MEMORANDUM No. 44126-A-RDP-V/56-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH JUNE 1956.

[Community Development Programme—Rural Housing Scheme—Valuation of works done—Further instructions issued.]

[*Reference.*—G.O. Ms. No. 2405, Public (Rural Development Projects), dated 4th December 1954, Government Memorandum No. 1428-RDP-II/55-7, dated 17th November 1955, from the Collector of Chingleput, dated 27th March 1956, No. Rc. 4395/56-V.5 and from the Board of Revenue (Land Revenue), dated 31st May 1956, No. L. Dis. (J)4720/56.]

According to rule 13 of the rules issued in the Government Order cited and in the instructions in the memorandum cited, the work done in regard to the construction of houses under the Rural Housing Scheme, should be valued by a technically trained officer not below the rank of Minor Irrigation Overseer or an officer of equivalent rank. In his reference cited the Collector of Chingleput

represented that as there are a large number of cases it is not possible to have all the work valued by the Minor Irrigation Overseer and has suggested that the Special Loan Tahsildars and Block Development Officers may also be authorized to value such works. The Board of Revenue (Land Revenue) which was consulted in the matter has agreed with the suggestion of the Collector of Chingleput. The Government, therefore, accept the suggestion and direct that the Special Loan Tahsildars, the Project Executive Officers and Block Development Officers also may value the work done as required under rule 13 for grant of subsequent instalments of loans. If, however, any special difficulty is experienced in assessing the value of the work, the assistance of the Minor Irrigation Overseer or the Junior Engineer may be taken.

(20)

G.O. Ms. No. 2250, PUBLIC, DATED 27TH JUNE 1956.

[Community Projects—Community Development Block—Construction of buildings for office and agricultural depot—Instructions issued]

READ—the following papers :—

Memorandum No. 5218-RDP-VII/55-2, Public (Rural Development Projects), dated the 30th August 1955.

G.O. Ms. No. 262, Public, dated the 25th January 1956.

Order—No. 2250, *Public, dated* 27*th June* 1956.

The headquarters of the Community Development Block is the hub of intensive activity in the block. At present the office and other buildings of the block are located in rented buildings. It is considered necessary that permanent buildings should be provided for the Community Development block offices, as also for agricultural depots in the block.

Collectors are permitted to construct buildings for the office and agricultural depots at the headquarters of the Community Development blocks in their districts wherever Government buildings are not available and where such buildings are absolutely necessary.

The buildings to be constructed should be according to the type designs C.A. No. 301/54 and C.A. No. 302/54 already evolved for office and depot buildings in the National Extension Service blocks, which have been communicated to the Collectors by the Chief Engineer, Public Works Department (General), Madras, with reference to Memorandum No. 49-RDP-XI/54-4, Public (Rural Development Projects), dated the 21st February 1955.

Provision may be made while preparing estimates, for a flush-out latrine, a garage for a jeep and electrification of buildings wherever electricity is available, restricting the expenditure on all the items to Rs. 30,000 as far as possible. If any additional amount

is found absolutely necessary, the Collector may report to the Government after preparation of detailed estimates. The usual rules for electrification of Government buildings should be followed in the matter of preparation and technical sanction of estimates and execution of works.

The expenditure should be debited to the new sub-head " Expenditure on Buildings for Office and Depot met from Community Projects Administration loans " opened under " 63-B. Community Development Projects, National Extension Service and Local Development Works—1. Community Development Projects—h. Project/Block Headquarters ".

The usual rules applicable to works should be followed in the matter of preparation and sanction of estimates and execution of works. The Government should be informed whenever it is proposed to construct buildings for office and depot in any Community Development block.

(21)

MEMORANDUM No. 91545-RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 1st AUGUST 1956.

[Community Development Programme—Musiri Block—Construction of Harijan Hostel—Financial aid from Community Development Programme—Refused.]

[*Reference.*—From the Collector of Tiruchirappalli, dated 14th July 1956, No. Rc. R-2. 37683/55.]

The Collector of Tiruchirappalli is informed that no grants should be made under Community Development Programme for the construction of *Harijan Hostels*. He is requested to address the Harijan Welfare Department in the matter.

(22)

MEMORANDUM No. 120105-A-RDP-V/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 1ST DECEMBER 1956.

[Community Development Programme—Housing—Construction of quarters for Community Development staff—Expenditure—Debit head—Orders issued.]

[*Reference.*—(1) G.O. Ms. No. 2199, Public (Rural Development Projects), dated 14th July 1955 and (2) Government Memorandum No. 15044-RDP-V/55-7, Public (Rural Development Projects), dated 24th March 1956.]

The Government direct that the expenditure on construction of quarters for the Community Development staff sanctioned in the Government Order first cited be debited to—

(i) the sub-head " Miscellaneous Department " to be newly opened under " 8 Capital account of Civil Works outside the Revenue Accounts ", if the cost exceed Rs. 20,000, and

(ii) to " 50. Civil Works " under the corresponding sub-head " Miscellaneous Department ", if the cost is less than Rs. 20,000.

2. Where lands are acquired for construction of office buildings and quarters together, the expenditure should be apportioned on the basis of area taken up for each, and debited to the appropriate heads to which expenditure on office buildings and staff quarters are debitable.

(23)

MEMORANDUM No. 124700-RDP-VI/56-5, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 23RD JANUARY 1957.

[Community Development and National Extension Service Schemes —Block Headquarters—Construction of office buildings and agricultural depots—Type design C.A. No. 302/1954—Deviation with a view to provide separate accommodation for pesticides, seeds, manures, etc.—Permitted.]

[*Reference.*—G.O. Ms. No. 2036, Public, dated 28th June 1955, G.O. Ms. No. 2250, Public, dated 27th June 1956, from the Collector of Madurai, dated 15th October 1956, *Reference* No. 41323-G.56, K.4; and from the Chief Engineer, P.W.D. (General), dated 10th December 1956, No. 63084-Wks. II (3)/ 56-CR.]

Instructions have already been issued to the Collectors for the construction of the agricultural depots at the Headquarters of each Community Development and National Extension Service blocks in accordance with the type design No. C.A. 302/54, which was evolved and communicated to them by the Chief Engineer, P.W.D. (General). It has been suggested that the hall provided for in the type-design may be partitioned, for providing separate rooms for storing seeds, manures and pesticides, as they cannot be stored in a

common hall and for retail sale of materials from the depot. The Government have examined the suggestion, in consultation with the Chief Engineer, P.W.D. (General) and agree that separate rooms may be provided by partitioning the hall provided for in the type-design. The Collectors may take necessary action in the matter, limiting the cost to the ceilings already laid down for expenditure on agricultural depots and office buildings.

(24)

G.O. Ms. No. 818, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 11TH MARCH 1957.

[Community Development Programme—Quarters for staff—Construction of—Standard rent to be within 10 per cent of the emoluments of officer concerned—Orders relaxed.]

READ—the following papers :—

G.O. Ms. No. 2199, Public (Rural Development Projects), dated 14th July 1955.

Government Memorandum No. 33337-RDP-V/56-2, Public (Rural Development Projects), dated 23rd April 1956.

Government Memorandum No. 143228-RDP-V/56-8, Public (Rural Development Projects), dated 13th February 1957.

Order—No. 818, *Public (Rural Development Projects), dated* 11*th March* 1957.

Orders were issued in G.O. Ms. No. 2199, Public (Rural Development Projects), dated 14th July 1955, regarding construction of quarters. In paragraph 8, it was laid down that the Collectors might proceed with the construction of quarters for the staff in the Projects or Blocks provided the standard rent as per Fundamental Rule does not exceed 10 per cent of the total emoluments of the officer concerned, subject to availability of provision in the block budget. The Chief Engineer, P.W.D. (General), was asked to evolve standard type designs for the various categories of officers. The designs evolved by the Chief Engineer were approved by the Government in Memorandum No. 33337-RDP-V/56-2, Public (Rural Development Projects), dated 23rd April 1956 and subsequently the Chief Engineer communicated the designs to the Collectors with his letter No. 46384-Wks.-II (3)/55-39, dated 25th August 1956.

2. The Collector, Tirunelveli, has now reported that the standard rent for the buildings according to the approved type designs would definitely exceed ten per cent of the emoluments of the officers concerned and requested for instructions of Government whether to proceed with the construction of quarters or not. When the matter was referred to the Chief Engineer, he reported that while evolving the type-designs the condition imposed in the Government Order to limit the cost of the buildings so that the standard rent is within 10 per cent of the emoluments of the officers, was *not* taken into account.

3. Therefore, the possibility of revising the designs was considered and pending examination of the question, the Government in Memorandum No. 143228-RDP-V/56-8, Public (Rural Development Projects), dated 13th February 1957, ordered that work in regard to construction of quarters for the staff in all the Community Projects, and Community Development areas, be suspended with immediate effect, except in cases where the standard rent for the building does not exceed 10 per cent of the emoluments of the officer for whom it is meant.

4. The Government have now examined the question and direct that the second proviso mentioned in the last paragraph of G.O. Ms. No. 2199, Public (Rural Development Projects), dated 14th July 1955, viz., limiting the cost of quarters, so that its standard rent as per Fundamental Rules is within 10 per cent of the total emoluments of the officer for whom it is meant, be relaxed in regard to the construction of quarters for the staff in the Community Projects, Community Development and National Extension Service areas and the construction of quarters according to the type-designs communicated by the Chief Engineer (P.W.D.), with his reference No. 46384-Wks./55-17, dated 25th February 1956, proceeded with.

(25)

MEMORANDUM No. 143228-RDP-V/56-12, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 15TH MARCH 1957.

[Community Development Programme—Housing—Construction of quarters to the staff in the Community Development/National Extension Service areas—Quarterly progress report—Prescribed.]

[*Reference.*—(1) G.O. Ms. No. 2199, Public (Rural Development Projects), dated 14th July 1955 and (2) G.O. Ms. No. 818, Public (Rural Development Projects), dated 11th March 1957.]

The attention of the Chief Engineer (P.W.D.) is invited to the Government Orders cited. The construction of quarters for the staff in the Community Development/National Extension Service areas has been ordered to be undertaken by the Public Works Department and it is presumed that the work in regard to construction of quarters has been taken up already in some of the blocks. In order to watch the progress in the construction of the quarters, the Chief Engineer (P.W.D.) is requested to submit a quarterly progress report to Government in the form annexed, so as to reach the Government by the 15th of the following month. Particulars in respect of all blocks should be given and if, in any block quarters are not proposed to be taken up that may be indicated. Also if particulars required for column (4) have not been finalised, the stage may be indicated. The first report may be for the quarter ending 31st March 1957 which may be submitted so as to reach the Government not later than 30th April 1957.

ANNEXURE.

Serial number.	*District.*	*Block.*	*Quarters proposed to be taken up (Block Development Officers, Extension Officers, etc.)*	*Present stage (whether estimates have been prepared and sanctioned and whether execution has been commenced and if so, the stage of construction).*
(1)	(2)	(3)	(4)	(5)

Estimated cost.	*Expenditure up to the end of the quarters.*	*When expected to be completed.*	*Remarks. (Here give reasons for delay, etc.)*
(6)	(7)	(8)	9)

(26)

MEMORANDUM No. 150329-RDP-V/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH MARCH 1957.

[Community Development Programme—Housing—Construction of quarters to the staff—Expenditure—Clarification—Instructions issued.]

[*Reference.*—Memorandum No. 120105-A-RDP-V/56-2, Public (Rural Development Projects), dated 1st December 1956.]

With reference to the instructions contained in the Memorandum cited, a Block Development Officer has raised the following doubts :—

(*a*) Whether separate funds will be provided for purposes of " Housing for project staff " or whether the amount set apart under " 63-B " will be diverted to this head, and

(*b*) if separate provision is made for " Housing for Project staff " whether the entire amount allotted under " Rural Housing " and Housing for project staff in the scheme budget can be spent on " Rural Housing " *alone.*

2. The Collectors/Block Development Officers are informed that the funds allotted under the scheme budget should be apportioned between " Rural Housing " and " Housing for project staff " strictly in accordance with the instructions contained in the G.O. Ms. No. 2199, Public (Rural Development Projects), dated 14th July 1955 and Memorandum No. 148791-RDP-V/56-1, Public (Rural Development Projects), dated 21st December 1956. No part of the provision reserved for " Housing for project staff " should be diverted for " Rural Housing " or for any other purpose. Budget provision for staff quarters will be made under the heads mentioned in the memorandum cited, subject to availability of provision in the schematic budget since question diverting funds from " 63-B "

does not arise. The Block Development Officers are requested to closely understand the difference between schematic provisions in the block budget and the budget provisions under " 63-B ", etc., which are made for every year for accounts purposes.

3. In regard to the accounting procedure, the Collectors are informed that the construction of quarters will be done by the Chief Engineer (P.W.D.), and as the controlling officer, he will make necessary budget provision and control the expenditure under " 81. Capital account of Civil Works outside the Revenue account " or " 50. Civil Works ", as the case may be. The Block Development Officers will not have anything to do with the provision of funds under the above heads nor with the execution of the work. They will however advise the Public Works Department about details and requirements relating to the work, subject to the ceilings indicated in paragraph 2 and will in turn, be furnished with a monthly statement of expenditure incurred by the Public Works Department on " Housing for Project staff " which should be incorporated by the Block Development Officers in the monthly statement of expenditure due to Government under " Loans " separately with a distinct head " Expenditure on Housing Project Staff ".

4. The Chief Engineer (P.W.D.) is requested to issue suitable instructions to the officers of Public Works Department entrusted with the construction of staff quarters in National Extension Service and Community Development blocks to furnish a monthly statement of expenditure incurred on " Housing for Project staff " to the Block Development Officers on the 10th of each succeeding month for incorporating in the returns due to the Government. The Block Development Officers should watch for the returns and include it in their monthly statement of accounts.

(27)

MEMORANDUM No. 123998-A-RDP-V/56-8, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 1ST MAY 1957.

[Community Development Programme—Conference of Project Executive Officers and Block Development Officers—Recommendation for supply of timber for Rural Housing purposes—Instructions issued.]

[*Reference.*—Government Memorandum No. 87748-RDP-IX/56-9, Public (Rural Development Projects), dated 7th September 1956 and from the Chief Conservator of Forests, dated 29th March 1957, Reference No. L. Dis. 37715/56-D2.]

At the conference of the Project Executive Officers and Block Development Officers which met in July 1956, at the Secretariat, it was suggested that the District Forest Officers might be instructed to allot sufficient quantities of timber for the construction of houses under the Rural Housing Scheme, at rates at which they are supplied to other departments. The Chief Conservator of Forests who was consulted has stated that supply of very limited quantities of timber

can be made to the Community Development areas, at the existing schedule of rates fixed in G.O. Ms. No. 2868, Agriculture, dated 15th September 1954, as and when timber is available.

Block Development Officers may avail of the supplies of timber by addressing the District Forest Officers whenever required. The Chief Conservator of Forests is requested to issue necessary instructions to District Forest Officers to supply Block Development Officer's requirements of timber for rural housing scheme to the extent possible.

(28)

G.O. Ms. No. 1497, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH MAY 1957.

[Community Development Programme—Construction of buildings for office and agricultural depots in the headquarters of the Community Development blocks—Expenditure head—Modified.]

READ—the following papers :—

G.O. Ms. No. 2250, Public, dated 27th June 1956.

From the Ministry of Community Development, dated 23rd October 1956 (CPA), No. MCD-1 (6) BD/56.

Order—No. 1497, *Public (Rural Development Projects), dated 4th May* 1958.

In the Government Order cited, it has been ordered that the expenditure on construction of buildings for office and agricultural depot at the headquarters of the Community Development blocks should be debited to a new sub-head " Expenditure on buildings for office and depot met from Community Projects Administration loans " opened under 63-B. Community Development Projects, etc. The Ministry of Community Development (Community Projects Administration), New Delhi, have stated in their letter read above, that the expenditure on these buildings may be met out of the non-loan provision in the block budget, if the provision for office buildings and agricultural depots could not be availed of during the National Extension Service stage. In view of these instructions, there will be no expenditure under " Loan provisions ". The Government, therefore, direct that in partial modification of the instructions already issued in this behalf, the expenditure on the construction of buildings for office and agricultural depot in the Community Development blocks converted be debited to the head " Expenditure on buildings for office and depot, etc." under " 63-B. Community Development Projects—National Extension Service and Local Development Works (1) Community Development Projects —(*h*) Project/Block Headquarters " and that expenditure already incurred if any in the Community Development blocks on buildings be re-classified under this detailed head of account.

(29)

MEMORANDUM No. 48139-RDP-V/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 9TH MAY 1957.

[Community Development Programme—Rural Housing—Provision of funds in the post-intensive National Extension Service blocks —Instructions issued.]

Under the Rural Housing Scheme sanctioned in G.O. Ms. No. 2405, Public (Rural Development Projects), dated 4th December 1954, loans up to a maximum of Rs. 750 per individual are permitted for construction or improvement of dwelling houses. Provision is available in the budget of the Community Development/ National Extension Service blocks during the intensive period. On completion of the intensive period, the blocks will be reverted as National Extension Service blocks. There is no provision for the Rural Housing Scheme in the budget of the reverted National Extension Service blocks and therefore, the Rural Housing Scheme will not be continued in the post-intensive period (i.e., after the blocks get reverted as National Extension Service blocks). The attention of all concerned is invited to the instructions in paragraph 3 of Government Memorandum No. 148291-RDP-V/56-1, Public (Rural Development Projects), dated 21st December 1956 and Government wish to point out that the schemes under this head should be formulated so that they can be completed within the provision available. On no account will any additional provision be made available for the scheme at the post-intensive stage or even during the intensive stage.

(29-A)

PROCEEDINGS OF THE MEETING HELD AT THE CHIEF SECRETARY'S ROOM ON THE 28TH MAY 1957 AT 3 P.M.

PRESENT :

Sri W. R. S. Satthianadhan, I.C.S., Chief Secretary,

Sri C. V. R. Panikar, I.A.S., Collector of Ramanathapuram,

Sri T. N. Lakshminarayanan, I.A.S., Deputy Secretary, Public Department,

Sri M. Rahamathulla, I.A.S., Deputy Secretary, Public (Rural Development Projects),

Sri R. Balasubramaniam, I.A.S., Deputy Secretary (Planning and Development),

Sri M. E. Hussain, Deputy Chief Engineer, P.W.D. (General), and

Sri K. Namasivayam, Deputy Chief Engineer (Highways).

Treasury Deputy Collector, Chingleput, represented the Collector of Chingleput.

The progress with regard to the construction of buildings for office and staff quarters in the Community Development, National Extension Service areas was discussed at the meeting. The following decisions were taken :—

1. *Office buildings and quarters for block staff.*—The Highways Department will be responsible for the construction of office buildings and quarters for Block staff. The services of the Extension Service Supervisor-*cum*-Junior Engineer should be utilized for the execution of these works. The Collectors should go ahead with the construction of quarters for staff according to the approved type-design in anticipation of Government sanction and complete the construction within six months.

It was decided that the construction of the quarters for the Block Development Officers, four Extension Officers, and two Social Education Organizers should be taken up first. The quarters for the other Blocks staff need not be taken up for the present.

2. *Quarters for the staff of the training centres.*—The Chief Engineer, P.W.D. (General), will be responsible for the construction of quarters for the staff of the training centres. Government land should be made available as far as possible. Land acquisition should be resorted to only in rare cases.

3. *General.*—(i) In view of the inordinate delay involved in the acquisition of sites for the construction of buildings, it was considered that the Collectors should try to find out Government lands for this purpose, acquisition being resorted to only where Government lands are not available.

(ii) All estimates should reach Government within one month and the construction should be completed within six months.

(iii) Local materials should be used as far as possible with a view to bring down the cost of the buildings. In this connexio it was considered that the Collectors might make minor alterations to the type designs with a view to bring down the cost.

(iv) It was also considered that the drive and imagination required to give a push to the construction work should come from the Public Works Department (Highways) as well as from the Collectors and that the Collectors should submit a monthly report on the progress of these works.

(30)

MEMORANDUM No. 54661-RDP-V/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 7TH JUNE 1957.

[Community Development Programme—Rural housing—Expenditure incurred in excess—Instructions issued and report called for.]

[*Reference.*—(1) Government Memorandum No. 148291-RDP-V/56-1, Public (Rural Development Projects), dated 21st December 1956, and (2) Government Memorandum No. 48139-RDP-V/57-1, Public (Rural Development Projects), dated 9th May 1957.]

In spite of specific instructions in the matter issued in the references cited, cases have come to the notice of the Government where the ceilings fixed for expenditure on rural housing have been exceeded or commitments have been incurred in excess of the ceiling. The Collectors are once again informed that the provision mentioned in paragraph 3 of the Memorandum first cited, in respect of the blocks of the Second Five-Year Plan period and Rs. 55,000 and Rs. 25,000 in the case of Community Development and National Extension Service blocks respectively of the First Five-Year Plan period is the maximum permissible expenditure for the block period, on rural housing. Further, since the expenditure at National Extension Service stage is included in the block budget of the Community Development block, the total expenditure on rural housing during the Community Development and National Extension Service stage together in any block cannot exceed the ceilings fixed for the Community Development block. Sanction of loans should be regulated with reference to the provision available and in no case should commitments be incurred in excess of the ceilings.

Several cases come to the notice of the Government where the entire amount has been utilized in disbursing some instalments of the loan sanctioned, with the result additional amounts in excess of the ceilings are required to complete the works. Collectors are requested to take special steps to see that such cases do not recur. If the total amount of loans sanctioned already exceed the ceiling and commitments by way of instalments due towards works taken up have been incurred in excess of the ceilings fixed, sanction of further loans should be stopped forthwith and disbursement should be limited to cases where the sanction has been acted upon, i.e., where the work has commended and some instalments advanced.

Collectors are requested to call for reports from the Block Development Officers in the districts to ensure that the instructions issued in the matter are being adhered to and send a report to Government in the matter before 30th June 1957. Cases in which the ceiling has been exceeded or commitments incurred in excess of the ceilings should be reported to Government. Clear instructions should be issued to Block Development Officers to see that in no case loans are sanctioned which result in commitments to the Government in excess of the ceilings fixed.

(31)

G.O. Ms. No. 2020, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH JUNE 1957.

[Community Development and National Extension Service Programmes—Construction of buildings for the office and agricultural depot in headquarters of blocks—Orders issued.]

READ—the following papers :—

G.O. Ms. No. 2036, Public (Rural Development Projects), dated 28th June 1955.

G.O. Ms. No. 2250, Public (Rural Development Projects), dated 27th June 1956.

G.O. Ms. No. 3282, Public, dated 4th October 1956.

Memorandum No. 132316-RDP-VI/56-2, Public, dated 13th February 1957.

Order—No. 2020, *Public (Rural Development Projects), dated* 28*th June* 1957.

In the Government Orders first and second cited, orders were issued for the construction of buildings in the block headquarters for the office and agricultural depot, at a cost not exceeding Rs. 30,000. Type-designs for the purpose were also approved and communicated. Subsequently the Ministry for Community Development stated that the provision of the buildings in the budget in National Extension Service as well as Community Development blocks will be limited to Rs. 25,000. Therefore it became necessary to revise the type-designs. Pending revision of the type-designs the Collectors were asked not to proceed with the construction of office buildings in the Memorandum fourth cited. The Chief Engineer, P.W.D. (General), has now sent revised type-designs limiting the cost to Rs. 22,000 inclusive of the cost of latrines, garage for jeep and electrical fittings. The Government approve the type-designs. A copy of the approved type-designs is forwarded to the Chief Engineer (Highways) who is requested to prepare copies and furnish them to all Block Development Officers and Collectors quickly.

2. The Highways Department will be in charge of the construction of these buildings. The Supervisor or Junior Engineer attached to the Block will be in immediate charge of the work and will work under the supervision of the Assistant Engineer of the Highways Department, appointed for National Extension Service and Community Development Works. The Collectors may go ahead with the construction of the buildings wherever they are found necessary. Government sanction in each case is not required.

3. As far as possible, Government lands should be made available for construction of these buildings. Land acquisition proceedings cause inordinate delay and should be avoided as far as possible. In this connection the Collectors' attention is invited to the orders in G.O. Ms. No. 1667, Public, dated 20th May 1957, in which acceptance of relinquishment or gift of lands for Community

Development and National Extension Service works including buildings for office, etc., without limit, has been permitted. In cases where Government lands are not available, efforts should be made to get lands free of cost and even if the people are not willing to give the land free of cost efforts should be made to take possession of the land with the consent of the landowners pending completion of land acquisition proceedings.

4. Local materials should be used as far as possible to bring down the cost of the buildings. Minor alterations to the type-designs may be made in consultation with the technical authorities with a view to keep down the cost, provided structural soundness of the work will not be affected.

5. A monthly progress report in the form annexed should be submitted to the Government. The Chief Engineer (Highways) should in turn obtain a monthly progress report from the Divisional Engineer through the Collector of the concerned district and send a consolidated report to Government by the 15th of the following month :—

ANNEXURE.

FORM.

District.	Block.	Whether estimates have been prepared and sanctioned.	Whether the work has been taken up for execution.	Present stage.	Remarks. (When the work is expected to be completed may be stated.)
(1)	(2)	(3)	(4)	(5)	(6)

(32)

MEMORANDUM No. 36774-RDP-V/57-6, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH JUNE 1957.

[Community Development Programme—Tanjore district—Rural housing—Loans to house-sites on natham jari—Instructions issued.]

[*Reference.*—(1) from the Collector of Tanjore, dated 6th April 1957, No. Rc. 8782/57-K-7, and (2) Reference from the Board of Revenue (Land Revenue), dated 28th May 1957, B.P. Rt. No. 2742/57.]

In Memorandum No. 4330-RDP-V/55-5, Public (Rural Development Projects), dated 3rd January 1957, it has been laid down that in all cases of applications for loans under the rural housing scheme, the land offered as security, should be subdivided and registered separately, so that if there is necessity to sell the lands to realize the loan amount, there may be no difficulty.

The Collector of Tanjore in his reference cited requested reconsideration of the above orders in view of the following reasons :—

In Tanjore district, all the house-sites are in natham for which a separate adangal called "Natham Adangal" is maintained from fasli 1337. These house-sites are not subdivided but

are treated as separate holdings for all purposes and that the owners have got alienable rights over these sites. The sale or mortgage of these lands is registered in the office of the Sub-Registrars. The only difference between a house-site in natham and that in a dry or wet field, is that in the former case, it is not demarcated. In all other respects, these house-sites are as distinct as registered holdings worthy of being accepted as security without being subdivided.

The Board of Revenue (Land Revenue) which was consulted in the matter has recommended in its reference cited that in the circumstances reported by the Collector of Tanjore, loans may be sanctioned on the security of the site with the house to be built and on adequate collateral security in cases where the house-sites cannot be localized and subdivided in Revenue accounts.

The Government consider that for taking appropriate steps to recover the arrears, if need be, it is essential that the property of the loans, viz., the house-site which is offered as security, should be localised and separately subdivided, and if that cannot be done, adequate collateral security should be forthcoming. The Government, therefore, accept the Board's recommendation and direct that lonas may be sanctioned on the security of the site, with the house to be built, and on adequate collateral security, in cases where the house-site cannot be localised and subdivided in Revenue accounts.

(33)

MEMORANDUM No. 25655-RDP-VI/57-8, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH JUNE 1957.

[Community Development and National Extension Service Programmes—Construction of quarters for the block staff.]

[*Reference.*—(1) G.O. Ms. No. 2199, Public (Rural Development Projects), dated 14th July 1955, and (2) G.O. Ms. No. 818, Public (Rural Development Projects), dated 11th March 1957.]

In modification of the orders in paragraph 5 of the Government Order first cited that the construction of quarters should be entrusted to the Public Works Department, Government now direct that the Highways Department will be responsible for the construction of quarters for the block staff. The services of the Supervisor or Junior Engineer attached to the block will be utilized for the execution of the works and the work will be supervised by the Assistant Engineers of the Highways Department. On completion of the buildings, they should be handed over to the Public Works Department for maintenance.

(34)

G.O. Ms. No. 2058, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 3RD JULY 1957.

[Community Development Programme—National Extension Service Block—Housing—Construction of quarters—Orders issued.]

READ—the following papers :—

G.O. Ms. No. 2199, Public (Rural Development Projects), dated 14th July 1955.

Government Memorandum No. 72194-RDP-V/56-2, Public (Rural Development Projects), dated 21st June 1956

G.O. Ms. No. 818, Public (Rural Development Projects), dated 11th March 1957.

Order—No. 2058, *Public (Rural Development Projects), dated* 3rd *July* 1957.

In G.O. Ms. No. 2199, Public (Rural Development Projects), dated 14th July 1955, orders were issued permitting construction of quarters for the staff in the Community Development/National Extension Service areas. In the Memorandum second cited the construction of quarters for the staff in the National Extension Service blocks of the First Five-Year Plan period was deferred as the provision made for the purpose in the block budget lapsed with the end of the First Five-Year Plan period. The Government have, therefore, examined the possibility of finding provision for these National Extension Service blocks also, for the purpose of construction of quarters for the staff. They have decided in consultation with the Government of India, Ministry of Community Development, that the construction of quarters in the National Extension Service block of the First Plan period be taken up forthwith and that the funds required will be provided from State funds initially and adjusted against the allotment for "Staff Housing" which will be made to these blocks when they get converted as Community Development Blocks. The Government accordingly direct that the work of construction of quarters for the staff in all the National Extension Service blocks listed below be taken up immediately at cost not exceeding Rs. 50,000 per block.

District.	*Name of block.*
1 Tanjore	1 Kumbakonam (South) (2 blocks). Mayuram (East) (2 blocks).
2 North Arcot	2 K.V. Kuppam.
3 South Arcot	3 Valathi.
4 Salem	4 Kaveripatnam.
5 Chingleput	5 Sreeperumb dur.
6 Tiruchirappalli	6 Vall anai
7 Tirunelveli	7 Talliyoor.
8 Coimbatore	8 Kundadam.
9 Ramanathapuram	9 Singampuneri.

The instructions in G.O. Ms. No. 2199, Public (Rural Development Projects), dated 14th July 1955 and G.O. Ms. No. 818, Public (Rural Development Projects), dated 11th March 1957 (copies enclosed to Chief Engineer, Highways), should be followed. The required type-designs have already been communicated by the Chief Engineer, Public Works Department (General) to the Collectors.

The expenditure should be debited to " 81. Capital Account of Civil Works outside the Revenue Accounts—Miscellaneous Department ", if the cost exceeds Rs. 20,000 and to " 50. Civil Works " under corresponding sub-head " Miscellaneous Department " if the cost is Rs. 20,000 and less. The Chief Engineer (Highways) is requested to take steps for the provision of necessary funds in due course.

(35)

MEMORANDUM No. 68933-RDP-V/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 6TH JULY 1957.

[Community Development—North Arcot district—Kalasapakkam block—Rural Housing—Instructions regarding disbursement of loans—Issued.]

[*Reference.*—From the Block Development Officer, Kalasapakkam, dated 28th June 1957, Ref. No. Pdl. 91/57.]

The Block Development Officer, Kalasapakkam, is informed that rule 13 in the Appendix to G.O. Ms. No. 2405, Public (Rural Development Projects), dated 4th December 1954, is meant to ensure that the amounts disbursed are utilized for the purpose for which they are disbursed, viz., for the construction of buildings. To ensure that the amounts disbursed already are utilized, it has been suggested that subsequent instalments can be disbursed only when the value of the work done exceeds the value of the instalments previously advanced. The number of instalments and the time of payment are to be regulated with reference to the circumstances in each case.

It is not clear how, when the amount is disbursed in two instalments, the entire amount of the first instalment is utilized for the purpose of purchasing materials thus preventing work from being proceeded with. Such locking up of funds for the construction of buildings does not seem to be necessary or desirable. It should be possible for the loanees to utilize the first instalment for purchasing materials as well as for doing part of the work on the construction of the building. When materials are available in the villages themselves the need for purchasing the entire requirements before starting construction is not clear. However, as stated earlier, it is left to the discretion of the Block Development Officer, to disburse the amount as and when required subject to the condition that the instalments disbursed are properly utilized. Generally, the value of the work will not include the value of building materials collected and not used in the construction.

(36)

G.O. Ms. No. 2093, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH JULY 1957.

[Community Development Programmes including National Extension Service—Information Centre in the Block headquarters—Construction of building—Instructions issued.]

READ—the following papers :—

G.O. Ms. No. 1670, Public, dated 4th November 1955.

G.O. Ms. No. 2020, Public, dated 28th June 1957.

Order—No. 2093, *Public (Rural Development Projects), dated* 8th *July* 1957.

Orders are being issued from time to time for the establishment of information centres at the headquarters of Community Development and National Extension Service blocks. In the Government Order first cited it has been stated that while preparing plans and designs for office buildings the requirements of the information centres also should be taken into account.

2. In the Government Order second cited type-designs estimated to cost Rs. 22,000 for buildings in the block headquarters for office and agricultural depot have been approved and the Collectors have been asked to take up construction of buildings wherever they are found necessary. The type design for the office building does not contemplate separate provision for Information Centre due to inadequate financial provision. However, Government consider that the ' meeting hall " provided for in the type-designs may with advantage be used as the information centre, till such time an information centre is put up as indicated in the next paragraph. The hall will be required for meetings only occasionally and, therefore, if the arrangement of furniture, etc., is made suitably it may be possible to use the hall for meetings if and when required, without much difficulty. The Block Development Officers are requested to take action accordingly.

3. The estimated cost of buildings according to type-design is Rs. 22,000, whereas the provision available in a block for buildings at headquarters is Rs. 25,000. Even after the meeting the cost of the land wherever it has to be acquired, and other incidental charges, there may be balance of Rs. 2,000 or so in each block. Government direct that wherever such a balance is available (out of the provision of Rs. 25,000 for buildings in the block budget) it may be utilised for the construction of a building for the information centre, supplemented by any public contribution that may be forthcoming. The building for the information centre may be a separate hall situated near the main office buildings and should as far as possible have a room with dimensions 20 feet by 15 feet. The plan and estimate for this building should be prepared by the District Collector, in consultation with the Divisional Engineer (Highways) of the district, taking into consideration local condition and availability of materials. The type of building required is left to the discretion of the District Collector.

(37)

DEMI-OFFICIAL LETTER ADDRESSED TO ALL COLLECTORS EXCEPT THE COLLECTOR OF MADRAS, DATED 24TH SEPTEMBER 1957, REFERENCE No. 47830-RDP-V/57-3.

[Community Development Programme—Housing—Construction of quarters for the Community Development staff—Monthly Progress Report—Prescribed.]

[*Reference.*—(1) G.O. Ms. No. 2199, Public (Rural Development Projects), dated 14th July 1955, (2) G.O. Ms. No. 818, Public (Rural Development Projects), dated 11th March 1957 and (3) Government Memorandum No. 143228-RDP.-V/56-12, Public (Rural Development Projects), dated 15th March 1957, addressed to Chief Engineer (P.W.D.) and copies to all Collectors, except the Collector of Madras.]

I am to invite your attention to the memorandum cited in which the Chief Engineer (P.W.D.) has been requested to submit a quarterly progress report on the work done in connexion with the construction of quarters for the Community Development/National Extension Service staff. You are aware that the work of constructing quarters in Community Development/National Extension Service areas has since been transferred to the Chief Engineer (Highways) and he will be submitting a consolidated quarterly progress report for the State as a whole. It is considered that besides the quarterly progress report referred to above, a monthly review by the Collector on the progress of work done will be more useful to watch the efficient and speedy execution of the work and to issue instructions wherever necessary. I am, therefore, to request you to send a demi-official report to Government before the 10th of every month, following the month to which the report relates showing the progress in all the blocks in your district in the pro forma annexed. The first report should be for the month of September and sent before the 10th of October 1957.

ANNEXURE.

Pro forma.

Name of Block.	*Whether estimates have been prepared and sanctioned and estimated amount.*	*Whether the work has been taken up for execution and the amount spent so far.*	*Present stage.*	*Remarks. (When the work is expected to be completed, reasons for delay, etc.)*
(1)	(2)	(3)	(4)	(5)

APPENDIX XIV—RURAL ARTS AND CRAFTS.

(13)

G.O. Ms. No. 3438, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 12TH NOVEMBER 1955.

[Community Development—Development of Cottage and Village Industries in Community Project and National Extension Service areas—Implementation of schemes—Instructions—Issued.]

READ—the following paper :—

From the Director of Industries and Commerce, dated 12th October 1955, Rc. No. 90871/H2/55.

Order—No. 3438, *Public (Rural Development Projects), dated 12th November* 1955.

The Director of Industries and Commerce has brought to the notice of Government that most of the schemes sanctioned for the development of cottage industries under the Community Development Programme have not been implemented or are not being implemented quickly owing to some confusion regarding the procedure to be followed in respect of implementation of schemes. The Government have carefully examined the question and issue the following instructions with a view to speed up the cottage industries Programme in the Development areas in this State :—

(1) The Deputy Director of Industries and Commerce who has been appointed to be exclusively in charge of the development of cottage industries in the Community Development areas in this State will be responsible for the formulation of plans and programmes for the development of cottage industries in the development areas in consultation with the concerned Project Executive Officer or Block Development Officer, as the case may be.

(2) The Project Executive Officers and Block Development Officers will be in administrative charge of the various schemes which have been or will be sanctioned in their respective areas.

(3) The Project Executive Officer or the Block Development Officer concerned should first initiate action in respect of implementation of a scheme sanctioned by arranging first for the selection of sites, construction of buildings and all other preliminary work. The buildings should, however, be designed in consultation with the Director of Industries and Commerce. The appointment of all non-technical staff will be done by the concerned Project Executive Officer or Block Development Officer, as the case may be.

(4) After all the preliminaries are completed the Project Executive Officer or the Block Development Officer should seek the technical assistance of the Director of Industries and Commerce

in respect of the actual implementation of the scheme. The technical guidance for the proper implementation of the scheme will be rendered by the Deputy Director of Industries and Commerce referred under item 1 above. The purchase of machinery and other equipments required in connexion with the implementation of schemes will also be done by the Deputy Director of Industries and Commerce.

(5) All the technical personnel sanctioned for the schemes will be appointed by the Project Executive Officer or the Block Development Officer concerned in consultation with the Director of Industries and Commerce. The Director of Industries and Commerce will furnish the names of technical personnel to the Project Executive Officer or the Block Development Officer concerned who will issue appointment orders.

(6) The responsibility for the proper implementation of programmes rests with the Deputy Director of Industries and Commerce (Cottage Industries) and the concerned Project Executive Officer or the Block Development Officer as the case may be.

(7) In the light of the above instructions the Collectors are requested to undertake a concerted drive for the implementation of all the schemes so far sanctioned under the Cottage Industries Programmes as speedily as possible.

(14)

MEMORANDUM No. 57852-RDP-II/55-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 6TH FEBRUARY 1956.

[Community Development—Development of Village oil Industry—Scheme for the setting up and running of demonstration units of Wardha Ghanis—Disposal of products, etc.—Further instructions—Issued.]

[*Reference.*—Government Memorandum No. 3422 RDP-II/55-2 Public (Rural Development Projects), dated 30th June 1955, from the Project Executive Officer, Gandhigram, dated 28th November 1955, Ref. No. 9050/55 B, from the Block Development Officer, Tirukalikundram, dated 5th December 1955 No. Rc. 1011/54, and from the Block Development Officer, Kurunjipadi, dated 13th December 1955, Ref. No. 13577/55.]

A copy of letter L. Dis. 2/56, dated 4th January 1956, from the Honorary Principal, Model Centre for Village Industries, containing detailed instructions for the actual working of the Wardha Ghani centres is communicated to the Project Executive Officers and Block Development Officers for their information and guidance.

ENCLOSURE.

Letter from the Honorary Principal, Model Centre for Village Industries, T. Kallupatti, to the Joint Secretary, Public (Rural Development Projects) Department, dated 4th January 1956, No. L. Dis. 2|56.

[Community Development—Development of village oil industry scheme for the setting up and running demonstration units of Wardha Ghanis—Disposal of products, etc.—Instructions.]

[*Reference.*—Government Memorandum No. 57582-RDP-II/55-1, Public (Rural Development Projects), dated 21st December 1955.]

With reference to the Government Memorandum cited, I would like to offer the following for your consideration and necessary action:—

Number of charges to be taken in each ghani per day.—Minimum number of charges to be taken in each working day per ghani may be fixed as 6 and the oil produced may be sold to the public in retail with the help of the staff in the block by intensive propaganda. Co-operative societies or any other public institutions may be arranged for the sale of oil and cake and they may be selected as selling agencies for the centre. The selling agencies are entitled to the rebate of Re. 0–0–6 per pound of oil from the All-India Khadi and Village Industries Board provided they are registered. This will lessen the strain of the staff on the sale of products.

2. *Fixation of the sale price of ghani oil—Rebate of ghani oil, etc.*—In continuation of instructions issued by the Government in Government Memorandum No. 3422-RDP-II|55-2, Public (Rural Development Projects), dated 30th June 1955, I would like to state that apart from the prices of the raw materials such as oil seeds, jaggery and wastage minimum expenses of 8 annas to 10 annas may be added to the cost per charge which will represent the expenditure towards the feeding charges of bullocks labour and depreciation charges.

3. *Purchase of oil seeds—Procedure to be followed.*—The good variety of oil seeds and reasonable rates must be considered at the time of purchasing seeds. The market rate of oil seeds in the locality should be carefully considered and purchase made only with the guidance of the organizer. If the good varieties of seeds could not be secured through tender system, the seeds may be allowed to be purchased in open market at reasonable rates. The prices of commodities published by the Government then and there may be verified for this purpose.

4. *Subsidy for the conversion of old types ghani—Manufacture of new Wardha type ghani.*—The subsidy claimed by the oil men may be paid by the Block Development Officer or Assistant Project Officer after obtaining the necessary certificate from the Organizer. A sample form of application for the subsidy is enclosed.

5. *Weighment and measurement.*—It is suggested that the local measurement may also be recorded in addition to the measurement to be recorded in pounds.

6. *Temporary advance of Rs. 2,000 sanctioned by the Government.*—In order to enable the Block Development Officer or Assistant Project Officer for utilizing the sum of Rs. 2,000 for purchase of raw materials throughout the year, they may be instructed to remit the profit calculated once in three months instead of remitting the total sale proceeds into the treasury.

7. *Training of candidates.*—If the number of candidates to be selected for training could not be secured at a time, the shortage may be made good in the next batch.

8. *Whether the sales tax to be collected.*—This industry is exempted from payment of sales tax.

9. *Crushing of oil seeds of private persons.*—Private persons who get their oil seeds crushed in the centre for self consumption may be permitted to pay about 8 to 10 annas per charge as labour.

(15)

G.O. Ms. No. 451, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 7TH FEBRUARY 1956.

[Community Development—Lower Bhavani Pilot Project Area for the Intensive Development of Cottage Industries—Constitution of an Action Committee at the State and Project Level —Orders—Issued.]

READ—the following paper :—

From the Community Projects Administration, dated 31st December 1955, No. 19/XI(3)/55 Prg.

Order—No. 451, *Public (Rural Development Projects), dated 7th February* 1956.

The Community Projects Administration, New Delhi, have constituted an Action Committee at the Centre to co-ordinate and guide the activities of the various All-India Boards in the Pilot Project areas with the Administrator, Community Projects Administration, as Chairman. They have suggested that to keep the programme at the ground level under continuous observation by those who can provide necessary guidance and also achieve the required co-ordination between the various agencies the State Government may constitute a similar action Committee at the State Level with the Development Commissioner as Chairman. The Government have carefully examined the suggestion and direct that an Action Committee be constituted at the State Level as follows to co-ordinate and guide the activities in the Lower Bhavani Pilot Project Area :—

(1) Additional Development Commissioner, *Chairman.*
(2) Joint Development Commissioner, Member.
(3) Director of Industries and Commerce, Member.
(4) Registrar of Co-operative Societies, Member.
(5) Project Executive Officer, Erode, Member.
(6) Director, Small Industries Service Institute, Madras, Member.
(7) Community Projects Officer (Industries), Erode, Member-Secretary.

The Committee will have power to co-opt additional members whom it considers necessary.

2. The Government also consider that it is necessary to have another committee at the Project level which could meet oftener to keep the Pilot Programme at the field level under continuous observation. They accordingly direct that the Committee at the Project level be constituted as follows :—

(1) Collector, *Chairman.*
(2) Community Project Officer (Industries), Member.
(3) Project Executive Officer, Erode, Member.
(4) Assistant Director of Industries and Commerce, Member.
(5) Deputy Registrar of Co-operative Societries, Member.
(6) Khadi Special Assistant, Tiruppur, Member.

3. The Government direct that the programmes drawn by the Community Projects Officer (Industries) for the intensive development of the Pilot area should also be placed before the Regular Project Advisory Committee for approval. If necessary the Project Advisory Committee may be got enlarged by the addition of two members one of whom may be a representative of the Sarva Seva Sangh.

(16)

G.O. Ms. No. 948, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH MARCH 1956.

[Community Development—Lower Bhavani Pilot Project Area—Cottage and Small Scale Industries—Delegation of administrative and financial powers to Community Project Officer (Industries), Erode—Status and the duties of the Community Project Officer (Industries), Erode—Vis-a-vis—Project Executive Officer, Erode—Orders issued.]

READ—the following papers :—

G.O. Ms. No. 3438, Public (Rural Development Project), dated 12th November 1955.

From the Community Projects Administration, New Delhi, dated 31st December 1955, No. 19/XI(3)/55 Prg.

From the Project Executive Officer, Erode, dated 16th December 1955, Ref. No. 5077/55 L.

From the Community Project Officer (Industries), Erode, dated 10th December 1955, No. 7254/54.

Order—No. 948, *Public (Rural Development Projects), dated 8th March* 1956.

The Project Executive Officer, Erode, is in-charge of the Community Project Programme in the Lower Bhavani Community Project Area. The Community Project Officer (Industries), Erode, is in-charge of the Pilot Programme for the intensive development of Cottage Industries in the Lower Bhavani Project Area. At the instance of the Community Project Administration, New Delhi, the question relating to the status and the duties of the Community Project Officer (Industries), Erode vis-a-vis the Project Executive Officer, Erode, with whom he will have to work and the administrative set-up to ensure the maximum amount of co-ordination between two programmes was carefully examined. It was also considered advantageous to delegate some financial powers to the Community Project Officer (Industries), with a view to speed up the implementation of the Pilot Programme and to enable him to function effectively. As a result of the examination of the questions referred to above, the Government pass the following orders :—

I. *Administrative set-up.*—(1) The Community Project Officer (Industries), Erode will be in administrative charge of all the schemes for Cottage industries throughout the Programme period.

(2) All the staff sanctioned exclusively under Cottage Industries, viz., Khadi Instructors, Industrial Supervisors, etc., will be under the direct control of the Community Project Officer (Industries).

(3) As a number of schemes for Industries have to be drawn on a co-operative basis, the Senior Inspector of Co-operative Societies in the Project will also be under the direct control of the Community Project Officer (Industries).

(4) The salaries, etc., of all the staff referred to under items 2 and 3 above will be drawn by the Community Project Officer (Industries). He should render monthly accounts to the Project Executive Officer for incorporation in the Project accounts.

(5) The Community Project Officer (Industries) is fully responsible for all the expenditure under the head "Rural Arts and Crafts".

(6) The Community Project Officer (Industries) will particularly require the services of the Assistant Project Officers and Gramasevaks for the implementation of the Pilot Programme. The entire Project staff should give the fullest co-operation to the Community Project Officer (Industries).

(7) The Project Executive Officer, Erode and the Community Project Officer (Industries) are informed that they should work as a team. Care should be taken to see that the Project staff do not feel that they have to serve two masters.

II. *Delegation of financial powers.*—(1) The following powers will be delegated to the Community Project Officer (Industries) in regard to schemes for Industries sanctioned by Government in the Pilot Area whether the expenditure is debitable to Community Project or Industries Budget :—

Powers.	*Extension of powers.*
(a) To accord administrative sanction for works connected with the schemes for Industries.	(Up to Rs. 5,000 each item.)
(b) To accord sanction of expenditure on the purchase of stores and raw materials.	(Up to Rs. 5,000 each item.)
(c) To sanction loans for Industries ..	(Up to Rs. 2,500 each item.)

(2) The estimates for work will be prepared by the Industrial Supervisors in the Project under the guidance of the Assistant Engineers of the Project. The estimate will be technically scrutinised by the Assistant Engineers up to their powers. The estimates in excess of their powers will be technically scrutinised by the appropriate authorities. The works will be executed under the supervision of the Industrial Supervisors subject to the general control of Assistant Engineers and check measured by the Assistant Engineers. The Community Project Officer (Industries) is authorised to give the works for execution, to sign agreements on behalf of Governments and to make payments.

(3) The applications for loans will be got investigated by the Special loans staff wherever they have been appointed. The Community Project Officer (Industries) will refer the loans papers

direct to the Special Revenue Inspector for loans. They should submit their reports direct to the Community Project Officer (Industries) if they are not working under the Special Loans Tahsildar. If they are under the Special Loans Tahsildar the reports should be sent to him and he will sanction the loan within the limit of his powers. If the amount of loan exceeds the power of the Special Loans Tahsildar the reports should be sent by the Tahsildar to the Community Project Officer (Industries) for sanction. The Tahsildar should render monthly accounts to the Community Project Officer (Industries) for the loans sanctioned by him. If there is no special loans staff in any area, the Community Project Officer (Industries) will refer the applications for loans to the concerned Assistant Project Officers for enquiry.

III. *General.*—All the schemes which will be sanctioned by the All-India Boards for the implementation in the Project Area will be executed through the Community Project Officer (Industries). The schemes which are financed from the Handloom Cess Fund are operated by the Special staff of the State Co-operative Department. The other Boards have no special staff and they act through the State Government. All such staff working in the Project Area will be considered to be working under the Community Project Officer (Industries) for this purpose. The Deputy Registrar of Co-operative Societies, Erode, will be considered as a Deputy to the Community Project Officer (Industries) for this purpose Similarly the Assistant Director of Industries and Commerce, Coimbatore, will be treated as a Deputy to the Community Project Officer (Industries) in regard to the Industries Schemes.

(17)

G.O. Ms. No. 1158, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND MARCH 1956.

[Community Development—Model Centre for Village Industries at T. Kallupatti—Duration of the course—Extension—Orders issued.]

READ—the following papers :—

G.O. Ms. No. 37, Firka Development, dated 10th January 1950.

G.O. Ms. No. 553, Rural Welfare, dated 9th December 1950.

Order—No. 1158, *Public* (*Rural Development Projects*), *dated* 22*nd March* 1956.

At present the model Centre for village industries, T. Kallupatti, imparts training in village industries for a period of five months to 30 candidates at a time. There are two courses of training in a year at the centre. It has now been brought to the notice of Government that the candidates who have been trained at the model centre do not have sufficient all round knowledge in regard to village industries and that their knowledge particularly

in village oil industry is not so adequate as to make them good organisers in charge of wardha ghani units. It has therefore been for village industries may be suitably increased to ten months from five months with a view to see that the trainees get adequate knowledge in all types of village industries, particularly in village oil industry. The Government accept the suggestion and direct that the period of training course at the model centre for village suggested that the period of the training course at the model centre industries will in future be for a period of ten months in lieu of five months.

2. The Principal, Model Centre for Village Industries, T. Kallupatti, is also informed that no additional staff will be sanctioned for the centre on account of the increase in the training period.

(18)

G.O. Ms. No. 1298, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 5TH APRIL 1956.

[Community Projects—Model Unit at Cheranmahadevi for the manufacture of fancy articles from korai mats—Sale of articles through the Handicrafts Emporium, Madras—Payment of commission to the Emporium—Sanctioned.]

READ—the following papers :—

G.O. Ms. No. 1708, Public (Rural Development Project), dated 17th September 1956.

From the Director of Industries and Commerce, dated 6th March 1956 Rc. No. 98501/46/55.

Order—No. 1298, *Public (Rural Development Projects), dated 5th April* 1956.

In the circumstances reported, the Government sanction the payment of commission $12\frac{1}{2}$ per cent to the Handicrafts Emporium, Madras, on the sale proceeds of the following articles manufactured in the Model Unit for the manufacture of fancy articles from Kora mats at Pattamadai in Tirunelveli district :—

1. 'V' Pattern hand bag.
2. 'Trio' Pattern hand bag.
3. 'O' Pattern hand bag.
4. Note case.
5. '1' Pattern hand bag.
6. 'Banel' Pattern hand bag.

(19)

G.O. Ms. No. 1330, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 9TH APRIL 1956.

[Community Development—Lower Bhavani Pilot Project Area—Delegation of Administrative and Financial powers to the Community Project Officer (Industries)—Orders issued.]

READ—the following papers :—

G.O. Ms. No. 948, Public (Rural Development Projects), dated **8th March 1956.**

Order—No. 1330, *Public (Rural Development Projects), dated* 9th *April* 1956.

In the Government Order read above, orders have been issued determining the question relating to the status and duties of the Community Project Officer (Industries), Erode, vis-a-vis the Project Executive Officer, Erode, and the administrative set up for the co-ordination of the Project and Pilot Programmes and delegating certain financial powers to the Community Project Officer (Industries) for the speedy implementation of the Pilot Project Programme. With a view to avoid frequent references to Government on the day-to-day administration of the Pilot Project Programme, it has been considered that some more administrative and financial powers should be delegated to the Community Project Officer (Industries), who is in charge of the Pilot Programme. The Government have carefully examined the question and direct that administrative and financial powers as indicated in the annexure to this order be delegated to the Community Projects Officer (Industries).

ANNEXURE.

Community Project Officer (Industries).

1 Powers of the head of an office under Fundamental Rules and subsidiary rules and drawing and disbursing officer for the Pilot Project.	Full powers. The travelling allowance bills of the Community Project Officer (Industries) will be countersigned by the Collector of Coimbatore.
2 To sanction casual leave.	Full powers in respect of Government servants working under him.
3 To sanction earned leave including leave without pay and allowances.	Full powers in respect of non-gazetted Government servants working under him.
4 To make appointment to salaried posts.	Full powers to appoint to the posts of lower division clerk and of lower ranks only.
5 To sanction earned increments according to prescribed rules in respect of salaried posts.	Full powers in respect of all non-gazetted Government servants working under him.
6 To accept resignation of non-gazetted Government servants.	Full powers in respect of persons whom he is authorized to appoint.
7 Withholding of increments in respect of Government servants.	Full powers in respect of Government servants holding posts, appointments to which are made by him.

8 To act as controlling officer under supplementary rules for travelling allowance claims.	Full powers in respect of non-gazetted Government servants working under him.
9 To require medical certificate of fitness before return from leave.	Full powers in respect of all Government servants working under his control.
10 To determine the number of workers to be employed on daily rate of wages on works other than constructional.	Full powers within the framework of sanctioned estimates in emergent cases subject to the approval of the Collectors being obtained immediately after employment.
11 To fix wages of daily rated workers.	Up to a maximum of Rs. 2–8–0 subject to the condition that the rate does not exceed that prevailing in the market of the locality concerned.
12 To discharge or accept resignation of workers on daily rates of wages.	Full powers.
13 To sanction increment of wages to workers.	Up to a maximum of As. 4 annually subject to the condition that the total wage to be drawn by the worker including the increment does not exceed Rs. 2–8–0 per day.
14 To sanction expenditure on maintenance works.	Up to Rs. 200 for each item of work within the sanctioned estimates.
15 To sanction contingent expenditure on items not specifically mentioned elsewhere.	Up to Rs. 50 for a single item of non-recurring nature and Rs. 25 per mensem for a single item of recurring nature.
16 To sanction expenditure on local purchase of stationery.	Up to Rs. 10 per mensem in each case subject to a limit of Rs. 100 in any financial year.
17 To sanction expenditure on repairs to motor vehicles including purchase of spare parts, etc.	Up to Rs. 300 per annum per vehicle.
18 To sanction expenditure on purchase of miscellaneous stores for office use such as tumblers, water pots, etc.	Up to Rs. 25 at a time subject to a maximum of Rs. 300 in a year and subject to budget provision.
19 To sanction expenditure on repairs to erection and removal of machinery equipments and repairs to furniture and fixtures.	(*a*) Up to Rs. 200 in each case of repairs, erection, removal of machinery, equipments, etc. (*b*) Up to Rs. 50 in each case of repairs to furniture and fixtures at a time subject to the condition that should not exceed Rs. 300 in any financial year.
20 To sanction expenditure on purchase of furniture.	Up to Rs. 300. The purchase should be from Jail Department.*

* *N.B.*—(*a*) The limits in this item refer to the cost of each article or any number of articles purchased at any one time, whether for one office or for a number of offices.

(*b*) The purchase of furniture from outside the Jail Department should be made subject to the usual conditions and the instructions contained in Memorandum No. 72108 D. IV|54-1, Agriculture, dated 28th June 1954.

(20)

G.O. Ms. No. 1418, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 19TH APRIL 1956.

[Community Development—Development of Village Oil Industry—Wardha Ghani demonstration units organisers—Security to be taken from them—Orders passed.]

READ—the following papers :—

From the Block Development Officer, T. Kallupatti, dated 16th February 1956, Ref. 690/54 HC.

From the Honorary Principal, Model Centre for Village Industries, T. Kallupatti, dated 29th February 1956, Ref. No. 39/56.

Order—No. 1418, *Public (Rural Development Projects), dated 19th April* 1956.

The Government examined the question of taking adequate security from the Wardha Ghani organisers, who handle cash and stores in consultation with the Principal, Model Centre for Village Industries, T. Kallupatti. They direct that the Wardha Ghani organisers working in Community Development areas should furnish a fidelity bond for Rs. 500 from any of the insurance companies approved by the Government for the purpose, as security if they cannot furnish a cash security of Rs. 500.

2. The Collectors and Personal Extension Officers are requested to obtain the necessary security bond, from the organisers working in the Wardha Ghani demonstration units under their control and to submit a report to the Government in the matter within 4 months from the date of receipt of this order.

(21)

G.O. Ms. No. 200, INDUSTRIES, LABOUR AND CO-OPERATION (SPECIAL), DATED 24TH SEPTEMBER 1956.

[Community Development—Development of Cottabe Industries—Integrated Plans—Key Programme of Cottage Industries in Community Development and National Extension Service blocks—Further instructions—Issued.]

READ—the following papers :—

G.O. Ms. No. 1474, Public (Rural Development Projects), dated 3rd May 1955.

G.O. Ms. No. 1358, Public (Rural Development Projects), dated 10th April 1956.

Government Memorandum No. 69450-RDP. II/56-1, Public (Rural Development Projects), dated 16th May 1956.

From the Community Projects Administration, New Delhi, dated 14th August 1956, No. 19/XI (57)/56 Prg.

Order—No. 200, *Industries, Labour and Co-operation (Special), dated 24th September* 1956.

A copy of the letter from the Community Projects Administration read above is communicated to the Director of Industries and Commerce, Project Executive Officers and Block Development Officers for information and necessary action.

2. The following further instructions are issued for the preparation of the integrated plans for the development of village and cottage industries in the Community Development/National Extension Service blocks :—

(i) The key or the minimum programme recommended by the Action Committee of the Community Projects Administration sent with its letter read above should be adopted, with modifications to suit the local conditions in the Community Development/National Extension Service blocks in this State.

(ii) Hand pounding of paddy may also be included in the key or minimum programme.

(iii) The Deputy Director of Industries and Commerce (Community Projects) who is entrusted with the preparation of integrated plans in the Community Development blocks should draw out a list of village industries with the number of training and production units for the Community Development/National Extension Service blocks. The Director of Industries and Commerce is requested to take immediate action to prepare the integrated plans for the Community Development/National Extension Service blocks and submit them to Government with full particulars regarding the expenditure involved, the proposed target for each scheme, the anticipated receipts and also the future working of the schemes.

(iv) All the Block Development Officers and Project Executive Officers are also requested to submit individual programmes, in consultation with the Assistant Director of Industries and Commerce concerned, direct to the Director of Industries and Commerce for the development of cottage and village industries in their respective blocks according to the key or minimum programmes suggested by the Action Committee of the Community Projects Administration. The Deputy Director of Industries and Commerce (Community Projects) will take care to see that such schemes are fitted in suitably in the integrated plans, as and when it is finalised.

3. As suggested by the Community Projects Administration, in their letter read above, the Director of Industries and Commerce is requested to assess the requirements of technical personnel envisaged with the launching of the key programme taking into account the technical personnel available and the existing training arrangements in various industries in this State. As desired by the Community Projects Administration, the extent of assistance

in the matter of training of technical personnel, if any, required from the Government of India should also be assessed by the Director of Industries and Commerce and reported to Government as early as possible.

ENCLOSURE.

Letter from the Community Projects Administration, New Delhi, to the Development Commissioners (All State Governments), dated 14th August 1956, No. 19|XI (57)|56 PRG.

[Key Programme of cottage industries in Community Development and National Extension Service blocks.]

The Development Commissioners' Conference held at Nainital in May 1956 had attached great importance to the development of village and small-scale industries in the Community Development blocks and National Extension Service areas during the Second Five-Year Plan period. The Conference felt that one of the main criticisms of the Community Development and National Extension Service programme so far has been that the economic aspect of development has lagged behind other aspects. It was recognized that in future, success or failure of the programme will be judged primarily by what is achieved in the field of cottage industries, the importance of village and small-scale industries of being recognized next to agriculture. The Conference also felt that there are, no doubt, difficulties in the way of fully implementing this part of the programme but every effort should be made to overcome this difficulty. The Conference, therefore, decided that cottage industries should be treated as a part of the integrated programme in the Community Development blocks and National Extension Service areas and targets for the industrial development should be fixed in respect of each Community Development and National Extension Service block taking into consideration of local conditions.

The recommendation of the Conference of the Development Commissioners was considered by the Action Committee of Community Projects Administration, which consists of representatives of Ministries of Production, Commerce and Industry and also the All-India Board in its meeting held on 19th June 1956. A copy of the key or minimum programme as recommended by the Action Committee for each Community Development block and National Extension Service area is enclosed for information and should be considered as a guide and may be modified to suit local conditions and requirements.

In the revised budget for a Community Development block, a sum of Rs. 50,000 is provided under Grant-in-Aid, under Cottage Industries out of the Rs. 12 lakhs, for a period of three years. There is no corresponding provision in the National Extension Service budget. The key programme therefore, should be financed out of the Rs. 200 crores allotted in the Second Five-Year Plan for cottage and small-scale industries and which are operated upon by the Ministries of Commerce and Industry and Production and the All-India Boards as there is no provision in the Community Project budget.

As mentioned above Rs. 50,000 were provided for cottage industries in the Community Development block budget for a period of three years. The Action Committee decided to recommend that this amount should be set apart for developing such industries in the Community Development block area which are not included in the list of any of the All-India Boards. Besides, this provision also may be used for the following purposes:—

(*a*) For paying stipends and travelling expenses to trainees,

(*b*) Grants for technical or artisans training institutes, and

(*c*) Grants to industrial co-operatives in the area, to meet expenses on account of employing technical and managerial staff for the first three years.

As soon as the key programme is decided upon for the various blocks in a State, it is necessary to plan the training programme of technical personnel required, taking into account the technical personnel available in the State, existing training arrangements in various industries and the total requirements envisaged with the launching of the key programme. In case any State requires any assistance from the Centre in the matter of training of technical personnel, Community Project Administration should be advised to enable them to take action with the concerned Ministries|All-India Boards.

Supply of raw materials and marketing of finished products as a result of launching the key programme also deserves consideration. Plans for these have to be drawn up in co-ordination with the plans for the marketing of finished products and supply of raw materials of the All-India Boards for each State.

The Development Commissioners are requested to keep this Administration informed about the action taken on the above recommendations and also the progress made from time to time.

1. Key or minimum programme for Cottage Industries for Community Development Blocks and National Extension Service.

Serial number and name of Industry.	In Community Development blocks and National Extension service to be undertaken.	Training. Number of units.	Production. Number of units.
(1)	(2)	(3)	(4)
1 Blacksmithy (mainly manufacturing of improved agricultural implements and also may include tinsmithy.)	All blocks ..	1	..
2 Brick kiln, tiles making, etc.	All blocks except in Travancore-Cochin and hilly and sandy areas.	..	.
3 Carpentry	All blocks ..	1	.
4 Shoe-making	All blocks except in Assam, Manipur, Tripura, Trancore-Cochin and Madras.	1	.
5 Spinning and Khadi weaving	All blocks ..	1	5*
6 Village oil industry ..	All blocks except in area where edible oilseeds are not grown.	1	10
7 Village tanning, hide flaying, bone digester.	All blocks ..	..	Tanning 1. Flaying 5. Bone digester 1.
8 Bee-keeping	Projects where floral and climatic condition are suitable.	..	2 (sub-stations).
9 Soap-making (washing soap) with non-edible oils.	All blocks where non-edible oil is locally available.	1	..
10 Cottage match industry ..	All blocks where bamboos are available.	3	(Only in 25 pilot projects.)
11 Sericulture	Projects where conditions are suitable.	1	..
12 Basket-making rope-making, mat-making, etc.	All blocks where raw materials available.	1	
13 Tailoring, knitting, embroidery, spinning, newar making, etc. (besides adult literacy, child welfare, etc., as organized by Pepsu, Assam, etc.)	..	3	.
14 Handloom	All blocks where handlooms are existing.	1§	
15 Palm Gur	All blocks where palm trees are growing.	1	.

* Swalamban.
§ To train on improved looms. One co-operative of weavers for a block.

(22)

G.O. Ms. No. 223, INDUSTRIES, LABOUR AND CO-OPERATION (SPECIAL), DATED 1st OCTOBER 1956.

[Community Development—Development of Cottage and Village Industries—Additional posts of Extension Officers (Industries) —Sanctioned.]

READ—the following papers :—

G.O. Ms. No. 1781, Public (Rural Development Projects), Dated 3rd June 1955.

G.O. Ms. 176, Industries, Labour and Co-operation (Special), dated 13th September 1956.

From the Government of India, Community Projects Administration, New Delhi, dated 30th July 1956, No. CPA/23 (4)/56-TG.

From the Government of India, Community Projects Administration, New Delhi, dated 16th August 1956, No. CPA/23 (4)/56-TG.

Order—No. 223, *Industries, Labour and Co-operation (Special), dated* 1st *October* 1956.

The Community Projects Administration, New Delhi, have stated that the third course of training for Block Level Extension Officers in Cottage Industries at the Regional Institutes will commence from 15th November 1956 and have requested this Government to recruit 20 candidates and depute them for training in the Small Industries Service Institute, Madras.

2. The Director of Industries and Commerce has reported that 6 posts of Industrial Supervisors, since redesignated as Extension Officers (Industries), out of the 36 posts sanctioned in G.O. Ms. No. 1781, Public (Rural Development Projects), dated 3rd June 1955 are vacant and that at the rate of one Extension Officer (Industries) for each of the Community Development Blocks, 11 more posts of Extension Officers (Industries) have to be created as the total number of Community Development Blocks in this State is 47. Since the Community Projects Administration have allotted 20 seats to this State and as some more of the present National Extension Service Blocks are likely to be converted into Community Development Blocks in October 1956, the Director of Industries and Commerce has suggested that, instead of creating 11 posts, 14 posts of Extension Officers (Industries) may be created and selection made to use the full quota of 20 seats allotted to this State by the Community Projects Administration.

3. The Government accept the proposal of the Director of Industries and Commerce and sanction the creation of 14 posts of Extension Officers (Industries) on Rs. 100–5–150–10–250, with the usual allowances admissible under the rules, to implement the schemes for the development of village and cottage industries in the Community Development areas. This sanction will be in force from the date of appointment till 28th February 1957.

4. The Government also direct that the persons with any of the following qualifications (which have been given in order of priority) be selected for the above posts :—

(1) Degree or diploma holders in any branch of Engineering,

(2) Degree holders in Pure or Applied Physics or Chemistry or Biology or Business Management; and

(3) Degree holders in Arts, Science and Commerce.

5. The expenditure should be debited to "63-B. Community Development Projects, National Extension Service and Local Development Works—(i) Community Development Projects—h. Rural Arts, Crafts and Industries".

6. The Director of Industries and Commerce is requested to arrange for the selection of 20 candidates and submit a list of the candidates to the Government immediately.

(23)

G.O. Ms. No. 50, INDUSTRIES, LABOUR AND CO-OPERATION (SPECIAL), DATED 25TH JANUARY 1957.

[Community Development and National Extension Service—Development of village oil industry—Wardha Ghani Demonstration units—Purchasing of oilseeds and revision of selling prices of oil and oil-cake—Further instructions—Issued.]

READ—the following papers :—

Government Memorandum No. 57582, RDP-II/55-2, dated 6th February 1956.

From the Accountant-General, Madras, dated 24th August 1956, No. OA. 21-16/56–57/800 and dated 6th October 1956, No. OA. NC-III-600.

From the Honorary Principal, Model Centre for Village Industries, T. Kallupatti, dated 16th December 1956, No. 218/56.

From the Director of Industries and Commerce, dated 2nd January 1957, No. RC. 90698 JVI/56.

Order—No. 50, *Industries, Labour and Co-operation (Special), dated 25th January* 1957.

The following instructions are issued in respect of the purchase of oilseeds and the revision of selling prices of oil and cake in the Wardha Ghani demonstration units in the Community Development and National Extension Service Blocks :—

1. *Purchase of oilseeds.*—In all cases of purchase of oilseeds tenders should be invited as laid down in Article 125, Madras

Financial Code, Volume I. A specific condition should be incorporated in the tender notice that the tenderers should along with their quotations send samples of oilseeds. After deciding the tender, taking into consideration the quality of oilseeds, the Community Project Officer (Industries), Erode and the Block Development Officers may place orders with the lowest tenderers. A detailed report soon after finalisation of each tender should be sent to the Director of Industries and Commerce, Madras, with a copy of the tender notice and a true copy of the tabulated statement of quotations for ratification of the rates accepted.

In such cases where the Block Development Officers could not adopt the tender system for want of good quality seeds detailed proposals for the purchase of seeds in the open market indicating the prevailing market rates should be sent to the Director of Industries and Commerce through the Assistant Director of Industries and Commerce concerned and the prior approval of the Director should be obtained for such purchases. The Community Project Officer (Industries) should send his detailed proposals direct to the Director of Industries and Commerce and obtain the prior approval of the Director.

2. *Revision of selling prices.*—Revision of selling prices of oil or cake should be effected only with the prior approval of the Community Project Officer (Industries) of the Block Development Officers. Whenever proposals for revision of selling rates are approved by the Community Project Officer (Industries) and the Block Development Officers, they should issue proceedings indicating clearly the date from which the revision will take effect. Before the issue of such proceedings they should verify the stock registers and record the total quantity of unsold stock and their value in terms of the revised rates. Such entries in the Block registers should be attested by the Community Project Officer (Industries) and the Block Development Officers with their full signature.

A copy of the Proceedings together with a statement furnishing the following particulars should be sent to the Director of Industries and Commerce, Madras, for his perusal whenever any revision in price is effected.

(*a*) The date from which the revision was given effect to;

(*b*) Stock on hand of oil and cake on the date under item (*a*) above;

(*c*) Value of oil and cake at the rates prior to revision; and

(*d*) Value of oil and cake in terms of the revised rates

(24)

G.O. Ms. No. 60, INDUSTRIES, LABOUR AND CO-OPERATION (SPECIAL), DATED 30TH JANUARY 1957.

[Community Projects and National Extension Service—Cottage, village and small scale industries—Implementation of schemes —Delegation of powers to the Director of Industries and Commerce, Collectors, Revenue Divisional Officers and Block Development Officers—Orders issued.]

READ—the following papers :—

G.O. Ms. No. 1310, Public (Rural Development Projects), dated 9th August 1954.

G.O. Ms. No. 1329, Public (Special), dated 9th April 1956.

From the Director of Industries and Commerce, dated 1st September 1956 and 25th October 1956, Rc. No. 90689, JV3/56.

Order—No 60, Industries, Labour and Co-operation (Special), dated 30th January 1957.

In order to avoid frequent references to the Government on points relating to the day-to-day administration of the Community Projects and National Extension Service Programmes relating to village, cottage and small scale industries and for ensuring expeditious implementation of the schemes, the Director of Industries and Commerce has recommended that powers may be delegated to the officers of the Industries Department, Collectors, Revenue Divisional Officers and Block Development Officers so as to enable them to expedite the implementation and progress of the sanctioned schemes relating to industries without undue delay. The Government have carefully examined the question and direct that administrative and financial powers as indicated in the annexure to this Order be delegated to the officers mentioned therein.

2. The Director of Industries and Commerce is requested to formulate model schemes relating to village industries and to supply copies of the schemes to the Collectors, Revenue Divisional Officers and Block Development Officers at a very early date.

ANNEXURE.

Serial number and details.	*Director of Industries and Commerce.*	*Deputy Director of Industries and Commerce in charge of village Industries and handicrafts.*	*Collectors.*	*Revenue Divisional Officers.*	*Block Development Officers.*
(1)	(2)	(3)	(4)	(5)	(6)
	RS.	RS.	RS.	RS.	RS.
1. To sanction individual schemes other than works within the approved programme.	25,000	5,000	..	..	..

NOTE.—Technical sanction can be accorded only by the competent technical authority within the limit of powers dellgated to them.

Serial number and details.	*Director of Industries and Commerce.*	*Deputy Director of Industries and Commerce in charge of village industries and handicrafts.*	*Collectors.*	*Revenue Divisional Officers.*	*Block Development Officers.*
(1)	(2)	(3)	(4)	(5)	(6)
	RS.	RS.	RS.	RS.	RS.
2. To accord administrative approval and to sanction expenditure within the approved programme of works relating to Cottage industries.	25,000	10,000	..	..	..
3. (*a*) To sanction expenditure on the purchase of stores against sanctioned estimate or estimates.	Full powers.	Full powers.	..	..	..
(*b*) To sanction expenditure on the purchase of stores like agricultural implements, educational equipments and the like for the Cottage industries schemes.	2,000	1,000	..	..	..
4. To sanction grants-in-aid to local institutions within the approved overall programme under the National Extension Service only for the following purposes :—	Full powers.	1,000	..	..	..
(1) Providing instructions in village industries.	.	..	..	..	..
(2) Supply of bee-hives at half cost not exceeding two hives per individual or institution.	..	..	..	..	..

NOTE.—Grants may be made at half cost for the supply of bee-hives with bees also provided the total cost does not exceed Rs. 15 per set.

5. To sanction schemes relating to village industries in accordance with the model schemes formulated by the Director of Industries and Commerce.	..	..	1,000	1,500	2,000

(25)

G.O. Ms. No. 67, INDUSTRIES, LABOUR AND CO-OPERATION (SPECIAL), DATED 2ND FEBRUARY 1957.

[Community Development and National Extension Service Areas —Development of village, cottage and small scale industries—Additional posts of Extension Officers (Industries)—Sanctioned.]

READ—the following papers :—

G.O. Ms. No. 1781, Public (Rural Development Projects), dated 3rd June 1955.

G.O. Ms. No. 223, Industries, Labour and Co-operation (Special), dated 1st October 1956.

From the Government of India, Ministry of Commerce and Consumer Industries, dated 19th October 1956, No. 38 LI. (B) (49)/56.

From the Government of India, Ministry of Community Development, dated 27th October 1956, No. MCD 19/XII (26)/56 Prg.

From the Government of India, Ministry of Community Development, dated 8th November 1956, No. MCD/28 (28)/56, TG

From the Director of Industries and Commerce, dated 17th December 1956, No. 125465 JV4/56.

Order—No. 67, Industries, Labour and Co-operation (Special), dated 2nd February 1957.

At the Fifth Development Commissioners' Conference held at Nainital in May 1956, it was recommended that an Extension Officer for Industries should be made available to each Community Development Block and National Extension Service area and that the officer should be part of the Industries organization of the State but should be attached to the Block Development Officer just as in the case of the other Extension Officers. The Government of India, Ministry of Commerce and Consumer Industries have, in their letter read above, stated that it is imperative that each National Extension Service and Community Development Block should be provided with one Extension Officer (Industries) and have agreed to bear 50 per cent of the expenditure on the salaries and allowances (excluding Travelling Allowance) of all the Extension Officers (Industries) appointed by the State Government, both in the National Extension Service and Community Development Blocks, including 50 per cent of the expenditure incurred on the salaries and allowances (excluding travelling allowances) of these Officers during the period of their training. They have also suggested that these Officers may be appointed on probation and sent out for training. The Government of India, Ministry of Community Development have also requested that State Government to consider the question of appointing these officers on probation to be confirmed on successful completion of their training and then sending them to the various training centres.

2. The Government have examined the suggestions made by the Government of India, Ministry of Commerce and Consumer Industries and the Ministry of Community Development, in cosultation with the Director of Industries and Commerce. At present, there are 89 Community Development and National Extension Service Blocks in this State including the 2 blocks in Kanyakumari district, since transferred to this State on account of the States Reorganization. The Government have so far sanctioned 50 posts of Extension Officers (Industries) in G.O. Ms. No. 1781, Public (Rural Development Projects), dated 3rd June 1955 and G.O. Ms. No. 223, Industries, Labour and Co-operation (Special), dated 1st October 1956, and out of these 50 posts, 8 posts have been transferred to the Kerala and Mysore States from 1st November 1956. As such, there are only 42 posts of Extension Officers (Industries) as against 89 Community Development and National Extension Service blocks in the Madras State. To give effect to the suggestion of the Government of India, that each Community Development and National Extension Service block should have one Extension Officer (Industries) it is considered necessary to sanction 47 additional posts of Extension Officers (Industries). The Government consider that these 47 additional posts of Extension Officers (Industries) may be sanctioned as a temporary measure in the first instance and that their permanent retention might be taken up after a period of five years as in the case of other posts in the Industies Department. The temporary services of the officers appointed to these posts will, however, be regularised and they will be appointed on probation as soon as the *ad hoc* rules for these posts are issued.

3. The Government accordingly sanction the creation of 47 additional posts of Extension Officers (Industries) temporarily for the period up to 28th February 1957 on Rs. 100–5–150–10–250, with the usual dearness and other allowances admissible under the rules, to implement the schemes for the development of village, cottage and small scale industries in all the Community Development and National Extension Service areas in this State. The candidates possessing a degree in Engineering will be started on Rs. 150 in the scale.

4. The expenditure should be debited to " 43. Industries and Supplies—a. Industries—b. District Executive Establishment—2. Pay of Establishment " and should be met by reappropriation from the savings within the grant.

5. The Government also direct that all the 89 posts of Extension Officers (Industries) be borne on the cadre of the Industries Department and attached to the District Establishment though these officers will work under the Block Development Officers concerned. On this basis, the 89 posts of Extension Officers (Industries) will be distributed in the districts as shown in the annexure to this order.

6. The Director of Industries and Commerce is requested to submit before 15th April 1957 detailed proposals for claiming a grant from the Government of India towards 50 per cent of the expenditure incurred on the pay and allowances (excluding travelling allowances) of the Extension Officers (Industries) for the period from 1st October 1956 to 31st March 1957, including 50 per cent of the expenditure incurred on the salaries and allowances (excluding travelling allowance) of these officers during the period of their training.

(26)

G.O. Ms. No. 127, INDUSTRIES, LABOUR AND CO-OPERATION (SPECIAL), DATED 14TH FEBRUARY 1957.

[Public Services—Subordinate Services—Madras General Subordinate Service—Temporary posts of Organizers, Carpenters, Oil Pressers and Work Assistants sanctioned for the Wardha Ghani Demonstration Units set up in the Community Development and National Extension Service areas—*Ad hoc* rules—Issued.]

READ—the following papers :—

G.O. Ms. No. 2494, Public (Rural Development Projects), dated 14th December 1954.

G.O. Ms. No. 2528, Public (Rural Development Projects), dated 17th December 1954.

From the Director of Industries and Commerce, dated 4th August 1956 and 21st December 1956, R.C. No. 78560 D-2/56.

Order—No. 127, Industries, Labour and Co-operation (Special), dated 14th February 1957.

The following notification will be published in the *Fort St. George Gazette* :—

NOTIFICATION.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Madras hereby makes the following rules.

The rules hereby made shall be deemed to have come into force on and from the 14th December 1954.

Rules.

1. *Constitution.*—The temporary posts specified below sanctioned in G.O. Ms. No. 2494, Public (Rural Development Project), dated 14th December 1954 and G.O. Ms. No. 2528, Public (Rural Development Project), dated 17th December 1954 shall each constitute a separate category under a distinct class in the Madras General Subordinate Service :—

(1) Organizer.
(2) Carpenter.
(3) Oil presser.
(4) Work Assistant.

2. *Appointment.*—Appointment to the posts shall be made (1) by direct recruitment or (2) for special reasons, by transfer from any other service.

3. *Appointing authority.*—The appointing authority shall be the Community Project Officer (Industries), Erode, or the respective Block Development Officers or the Project Executive Officers concerned.

4. *Qualifications.*—No person shall be eligible for appointment to the posts specified in column (1) of the table below unless he possesses the qualifications specified in column (2) thereof :—

TABLE.

Category of post. (1)	*Qualifications.* (2)
1 Organizer	Must have passed S.S.L.C. and must have undergone training at the Model Centre for Village Industries, T. Kallupatti, or any such Centre to be established by Government for the purpose.
2 Carpenter	Professional carpenter with Ghani manufacture training at the Model Centre for Village Industries, T.Kallupatti, or any such centre to be established by Government for the purpose.
3 Oil-presser	Must have passed E.S.L.C. and should be professional oil pressers with training in oil pressing at the Model Centre for Village Industries, T. Kallupatti, or any such centre to be established by Government for the purpose *or* Must have been a professional oil presser trained as oil presser in one of the Wardha Ghani units in the State for a period of not less than two months.
4 Work Assistant	(i) Must have passed E.S.L.C.; and (ii) must have undergone training at the Model Centre for Village Industries at T. Kallupatti or any such centre to be established by Government for the purpose. *or* Must have adequate practical experience in the line.

5. *Qualifications regarding age.*—No person shall be eligible for appointment to the posts of Organizer, Oil presser and Work Assistant by direct recruitment if he has attained 30 years of age and to the post of Carpenter, if he has attained 40 years of age, on the first day of July of the year in which the recruitment is made.

6. *Probation.*—Every person appointed to a category shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

7. *Pay.*—There shall be paid to the holders of the posts specified in column 1 of the table below the monthly pay specified in the corresponding entries in column (2) thereof :—

TABLE.

(1)	(3)
Organizer	Rs. 90 plus usual allowances.
Carpenter	Rs. 75 (consolidated pay).
Oilpresser	Rs. 50 Do.
Work Assistant	Rs. 40 Do.

(27)

G.O. Ms. No. 238, INDUSTRIES, LABOUR AND CO-OPERATION (SPECIAL), DATED 25TH FEBRUARY 1957.

[Community Projects—Wardha Ghani Demonstration Centres—Maximum percentage of wastage of cleaning oil-seeds and minimum percentage of yield of oil—Instructions issued.]

READ—the following papers :—

From the Accountant-General, Madras, dated 24th August 1956, No. OA 21. 18/56–57; 404, dated 20th December 1956, No. OA. 15-12/56–57/72; and dated 21st December 1956, No. OA 21–46/56-57/920.

From the Director of Industries and Commerce, dated 5th January 1957, D. Dis. 90695 JV1/56 and dated 1st February 1957, Rc. No. 5172 JV1/57.

Order—No. 238, Industries, Labour and Co-operation (Special), dated 28th February 1957.

The Government approve the proposals of the Director of Industries and Commerce submitted in his letters cited and direct that the maximum percentage of wastage occurring in the process of cleaning the oil-seeds for crushing in the Wardha Ghani Demonstration units in the Community Development and National Extension Service blocks be fixed at 5 per cent and that the minimum percentage of yield of oil with reference to the total weight of oil-seeds charged in the Ghani be fixed at 35 per cent.

2. The Block Development Officers are directed to purchase as far as possible good quality seeds in order to avoid any excess wastage.

(28)

G.O. Ms. No. 275, INDUSTRIES, LABOUR AND CO-OPERATION (SPECIAL), DATED 2ND MARCH 1957.

[Community Development—Lower Bhavani Pilot Project area for the intensive development of cottage industries—Project Level Action Committee—Appointment of additional members—Orders issued.]

READ—the folowing papers :—

G.O. Ms. No. 451, Public (Rural Development Project), date 7th February 1956.

From the Community Project Officer (Industries), Erode, dated 27th September 1956, No. 43/56.

From the Director of Industries and Commerce, dated 25th November 1956 and 21st February 1957, No. 103591 J-V4/56

Order—No. 275, Industries, Labour and Co-operation (Special), dated 2nd March 1957.

The Government appoint the following officers as additional members of the Project Level Action Committee for the Lower Bhavani Pilot Project area :—

(1) Revenue Divisional Officers, Erode.
(2) Revenue Divisional Officer, Gobichettipalayam.

(29)

G.O. Ms. No. 936, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 20TH MARCH 1957.

[Community Development—Lower Bhavani Pilot Project area—Status and duties of the Community Project Officer (Industries), Erode—vis-a-vis the Block Development Officers in the Pilot Project—Orders issued.]

READ—the following papers :—

G.O. Ms. No. 948, dated 8th March 1956.

G.O. Ms. No. 1330, dated 9th April 1956.

Government Memorandum No. 138513, Public (Rural Development Projects-1), dated 13th December 1956.

Order—No. 936, *Public (Rural Development Projects), dated 20th March* 1957.

The administrative set-up of the Pilot Project area for the intensive development of cottage industries in the Coimbatore district, vis-a-vis the 6 post-intensive National Extension Service blocks comprising the Lower Bhavani Pilot Project area, was reviewed at the fourth meeting of the State Action Committee held on 2nd March 1957. The committee was strongly of the view that the Pilot Project scheme for the intensive development of cottage industries was an intergral part of the development programme of the area and not an isolated item of activity. The committee further felt that the Pilot Project Scheme should not be deemed to be something that is to be implemented by a separate heirarchy of staff under the Community Project Officer (Industries) but should merge into the set-up existing under the National Extension Service Scheme. While the Pilot Project scheme was meant to give priority for special and emphasis on the development of cottage industries, the fact remained that it was as the very name indicated, a special project for concentrated activity with the ultimate aim of spreading successfully the experience gained there to other Community Development and National Exension Service blocks. It is therefore, obvious that the intensive. industrial programme should be implemented primarily by the Block Development Officers in the Pilot Project area under the guidance, supervision and control of the Community Project Officer (Industries). Besides, it is to be understood clearly that the industries programme, if it is to be sustaining and progressive, should necessarily have to take into account the other aspects of rural life and growth.

The Government, therefore, in supersession of all previous orders on the subject, pass the following orders :—

(*a*) The Extension Officers Industries, Khadi and Co-operative, who are now working directly under the Community Projects

Officer (Industries), will form part of the Extension team of the concerned Block Development Officers in the area.

(*b*) The several schemes sanctioned and under implementation in the Pilot Project will be transferred to the administrative control of the Block Development Officers, in whose jurisdiction they are located.

(*c*) The Block Development Officers will be the drawing and disbursing officers for the schemes and other staff of the several units as in the case of other programme coming under the National Extension Service Scheme.

(*d*) The Block Development Officers will work under the control and supervision of the Community Project Officer (Industries) so far as the Pilot Project for the intensive development of industries is concerned.

(*e*) The Community Project Officer (Industries) will exercise all the financial and administrative powers delegated to him in G.O. Ms. No. 948, Public (Rural Development Project), dated 8th March 1956 and G.O. Ms. No. 1330, Public (Rural Development Project), dated 9th April 1956, in respect of the Pilot Project and staff working in the area to the extent that such powers are above those exercised by the Block Development Officers.

The Collector, Coimbatore, is requested to issue suitable instructions to the Block Development Officers in-charge of the 6 National Extension Service blocks comprising the Pilot Project area in Lower Bhavani.

(30)

G.O. Ms. No. 411, INDUSTRIES, LABOUR AND CO-OPERATION (SPECIAL), DATED 10TH APRIL 1957.

[Community Development—Lower Bhavani Pilot Project—Appointment of Community Project Officer (Industries) as Ex-officio Personal Assistant to the Collector of Coimbatore—Orders issued.]

READ—the following papers :—

From the Collector of Coimbatore, dated 29th December 1956, K. Dis. 35939/56.

From the Secretary, Board of Revenue (Land Revenue), dated 22nd January 1957, L. Dis. H/85/57.

From the Secretary, Board of Revenue (Land Revenue), dated 28th February 1957, L. Dis. H. 1065/57.

Order—No. 411, *Industries, Labour and Co-operation (Special), dated* 10*th April* 1957.

The State Action Committee, at its third meeting held on 25th October 1956 recommended, among others, that in order to effectively co-ordinate the work of the staff of the 6 National Extension Service blocks and for the efficient working of the

Pilot Project Scheme, the Community Project Officer (Industries), Erode, might be appointed as the Ex-officio Personal Assistant to the Collector of Coimbatore. The Government have examined the recommendation, in consultation with the Collector of Coimbatore and the Board of Revenue. A separate officer known as the Community Project Officer (Industries) was appointed to give the Community Project Programme in the Lower Bhavani area a strong bias towards cottage industries. The creation of a separate officer was not, however, intended to alter the integrated character of the programme nor to absolve the Block Development Officers in the area of the responsibilities for the development of cottage industries. On the other hand, the main function of the Community Project Officer (Industries) is to guide and supervise the work of the Block Development Officers and see that special priority is given by the Block Development Officers to the development of cottage industries in the area. In order to enable the Community Project Officer (Industries) to function effectively, the Government consider that it is necessary that the Block Development Officers in the area should be brought under his control and supervision. At present, the Revenue Divisional Officers have been invested with the responsibility of supervising the programme in the six blocks in the Pilot Project area. In order to avoid this dual direction and to have a common policy and to lay emphasis on the development of cottage industries in the Pilot project area, the Committee has suggested that the Community Project Officer (Industries) might be appointed as the Ex-officio Personal Assistant to the Collector. This will, besides helping the Community Project (Industries) to co-ordinate the work of the Block Development Officers effectively also bring the Collector into the picture. The Board of Revenue and the Collector of Coimbatore have agreed to the proposal. The Government accordingly appoint the Community Project Officer (Industries) to be the Ex-officio Personal Assistant to the Collector of Coimbatore.

(31)

MEMORANDUM No. 2180, SPECIAL C.2/57-6, INDUSTRIES, LABOUR AND CO-OPERATION (SPECIAL), DATED 24TH MAY 1957.

[Community Development—Appointment of Sevaks for Extension Officers for Industries—Instructions—Issue of.]

[*Reference.*—(1) Government Memorandum No. 29151-RDP-II/56-1, Public (Rural Development Projects), dated 5th May 1956, (2) Government Memorandum No. 8771 Spl. C2/56-2, Industries, Labour and Co-operation, dated 6th November 1956, (3) From Block Development Officer, Srivilliputtur, dated 20th January 1957 No. 4997/57, and (4) from the

[Director of Industries and Commerce, dated 4th March 1957, No. Rc. 10946 JV4/57.]

In the Government Memorandum cited, the Government have permitted the Community Project Officer (Industries), Erode and the Block Development Officers of Tirukalikundram, Cheranmahadevi, Sankarankoil, Vedaranyam, Srivilliputhur, Sivakasi and Tiruvallur to appoint sevaks for Extension Officers (Industries) in their respective areas subject to the availability of funds under " Contingencies " in the Community Project Budget. The Block Development Officer, Srivilliputhur, has enquired whether he can permit the Extension Officer (Industries) to take sevak on tour and allow him travelling allowance and debit the same under " Office contingencies " as in the case of his pay.

2. The attention of the Block Development Officer, Srivilliputhur is invited to Note 8 (2) under item 37 of Appendix 7 of Madras Financial Code, Volume II, according to which the pay of a menial paid from contingencies, who is temporarily taken into camp in exceptional circumstances may be enhanced for the period of the tour by an amount not exceeding the travelling allowance admissible under the Madras Travelling Allowance Rules to Government servants of the lowest grade, provided that he would have been eligible for daily allowance during the tour, if he had been working on the regular establishment. The enhanced pay in lieu of travelling allowance may be raised by 50 per cent in the case of journeys in the special tracts included in Class I and by 33-1/3 per cent in the case of journeys in the localities included in Class II, in Annexure V to the Madras Travelling Allowance Rules. The Block Development Officers are informed that the Extension Officers (Industries) may take their sevaks with them, if in the opinion of the Block Development Officers it is absolutely necessary and that the expenditure incurred may be debited, if there is provision, in the Block Budget

(32)

G.O. Ms. No. 615, INDUSTRIES, LABOUR AND CO-OPERATION (SPECIAL), DATED 22ND JULY 1957.

[Community Development and National Extension Service—Development of cottage, village and small scale industries—Grant of loans to industrial co-operatives—Amendments to the draft form of agreement—Orders passed.]

READ—the following papers :—

G.O. Ms. No. 58, Development, dated 6th January 1953.

G.O. Ms. No. 1306, Public (Rural Development Projects), dated 19th April 1955.

G.O. Ms. No. 2955, Public (Rural Development Projects), dated 23rd September 1955.

G.O. Ms. No. 3207, Public (Rural Development Projects), dated 17th October 1955.

Government Memorandum No. 11245 RDP-D/55-3, Public (Rural Development Projects), dated 6th December 1955.

From the Collector of Tirunelveli, dated 8th September 1956, No. D. 4. 22395/56.

From the Director of Industries and Commerce, dated 6th April 1957, No. 99559/56, I.C. (B1).

From the Director of Industries and Commerce, dated 13th May 1957, No. 99559/56 I.C. (B1).

Order—No. 615, *Industries, Labour and Co-operation (Special), dated 22nd July* 1957.

In Government Memorandum No. 11245 RDP II/55-3 (Rural Development Projects), dated 6th December 1955, it was ordered that the draft deeds approved in G.O. Ms. No. 58, Development, dated 6th January 1953, should be adopted for the purose of disbursing loans to cottage industrial co-operative societies in the Community Development areas subject to the modification that the rate of interest chargeable on these loans should be at the rate of $4\frac{1}{2}$ per cent. In the case of disbursement of the loan of Rs. 5,000 sanctioned in G.O. Ms. No. 3207, Public (Rural Development Projects), dated 17th October 1955 to the Veeravanallur Mat Weavers' Co-operative Society in Cheranmahadevi Block, the Block Development Officer, Cheranmahadevi, has reported that he has obtained a bond in the form prescribed in G.O. Ms. No. 58, Development, dated 6th January 1953, with certain modifications and has requested that the modifications made by him may be approved. The Government approve the modifications made by the Block Development Officer in the bond obtained by him from the Veeravanallur Mat Weavers' Co-operative Society. The Block Development Officer is informed that the words at the end of the second

paragraph of the draft agreement deed prescribed in G.O. Ms. No. 58, Development, dated 6th January 1957, should be " the said sum on " only.

2. The Government direct that the following amendments should also be made to the draft form of agreement prescribed in G.O. Ms. No. 58, Development, dated 6th January 1953 :—

(1) In clause (1) of the indenture, for the words " The society agrees that it will not pledge, encumber, sell or otherwise dispose of the assets without the previous permission of the Registrar of Co-operative Societies, Madras, so long as any balance is outstanding to the Government " the following shall be substituted; namely :—

" The Society agrees that that it will not pledge, encumber, sell or otherwise dispose of the assets except the finished goods, without the previcous permission of the Block Development Officer, so long as any balance is outstanding to the Government ".

(2) For clause (16) of the indenture, the following shall be substituted, namely :—

" (16) In the event of breach of failure to comply with any of the conditions mentioned herein, it shall be competent for the Block Development Officer or an officer authorized by him to take possession of the assets purchased or created with the aid of the loan and sell them either in public auction or otherwise and apply the whole or any portion of the sale proceeds towards the balance due to the Government with interest due thereon and all costs, charges, expenses or payments incurred or made in maintaining, defending or realising the rights of Government in respect of the amount due to them ".

3. In modification of the orders issued in Government Memorandum No. 11245 RDP-II/55-3, Public (Rural Development Projects), dated 6th December 1955, the Government direct that the draft deed approved in G.O. Ms. No. 58, Development, dated 6th January 1953 as amended should be adopted with suitable modifications for the purpose of disbursing loans to industrial co-operative societies in the Community Development areas, the rate of interest chargeable on these loans being fixed at $4\frac{1}{2}$ per cent per annum. The recovery of loans sanctioned to industrial co-operative societies should be done by the Industries Department, but it is the responsibility of the Block Development Officers to see that the societies utilize the loans properly and repay them on the due dates and to this end they should direct and watch the work of the Extension Officer (Co-operation).

4. The Government also direct that the annuity payable by the following societies, to whom loans were sanctioned, be fixed as shown against each :—

Name of society.	*Loan amount.*	*Order in which sanctioned.*	*Rate of interest.*	*Number of instalments.*	*Annuity.*
(1)	(2)	(3)	(4)	(5)	(6)
	RS.		PER CENT.		RS.
1 The Pattamadai Fine Mat Weavers' Co-operative Society.	4,000	G.O. Ms. No. 1306, Public (Rural Development Projects), dated 19 Apr. 1955.	4½	4	1,115
2 The Pattamadai Kesavasamudram Viswakarma Co-operative Cottage Industrial Society.	4,000	G.O. Ms. No. 2995, Public (Rural Development Projects), dated 23 Sep. 1955.	4½	10	506
3 The Veeravanallur Mat Weavers' Co-operative Production and Sale Society.	5,000	G.O. Ms. No. 3207, Public (Rural Development Projects), dated 17 Oct. 1955.	4½	10	632

I. Draft Agreement Deed.

This agreement entered into this day of one thousand nine hundred and fifty between Co-operative Society, a society registered under the Madras Co-operative Societies Act, 1932, and having its registered office at (hereinafter called "the Society") which expression shall, where the context so admit, include its successors in interest and assigns of the one part and the Governor of Madras of the other part.

Whereas, the Society has applied to the Government of Madras (hereinafter called "the Government") for an advance of a sum of Rs. for the purpose of and whereas the Government have agreed to advance the said sum on and subject to the terms and conditions hereinafter contained.

Now this indenture witnesseth as follows:—

(1) In consideration of the sum of Rs. now advanced and paid by the Government to the Society (receipt whereof the Society hereby acknowledges), the Society covenants with the Government that the Society will duly and punctually repay to the Government at the said sum of Rs. during the period of years|months, (the first of such payments to be made on the day of in each subsequent year|month). In consideration of the loan, the Society offers its assets, namely , more particularly described in the schedule appended hereto, as security to the Government. The Society agrees that it will not pledge, encumber, sell or otherwise dispose of the abovesaid assets without the previous permission of the Registrar of Co-operative Societies, Madras (hereinafter called "the Registrar") so long as any balance is outstanding to the Government. The loan shall be a first charge on the Society's assets.

(NOTE.—The bracketed portion should be omitted in regard to the loans issued for the purchase of raw materials.)

(2) The Society hereby agrees to utilize the total amount advanced under these presents for the purpose for which it has been sanctioned, namely, for

(3) The Society shall pay interest for the aforesaid loan at the rate of 4 per cent per annum. The Government shall, however, have the right to alter the rate of interest at any time at their discretion.

If the Society commits default in the payment of any instalment on the due date, such instalment in arrears will bear interest at 7½ per cent per annum from the due date to the date of payment.

(4) The Society shall not borrow from sources other than the Government for the purpose for which it has obtained loan from the Government under this deed.

(5) The Society agrees to repay the loan as and when sale proceeds are realized from the finished products of the raw materials for the purchase of which the loan was sanctioned.

(NOTE.—This provision may be omitted in cases of loans sanctioned for purposes other than the purchase of raw materials.)

(6) The Society agrees to remit in full the instalments of loan recovered from the member, for whom the Society obtains the loan granted under this deed, to the credit of the Government towards the loan due by it and shall not under any circumstances utilize in its business the amounts so recovered so long as the loan borrowed from the Government is outstanding.

(NOTE.—This provision should be retained only in cases of loan sanctioned to a Society for giving advances to a member for the purchase of tools, implements, appliances, etc.)

(7) Any sum paid before the due date shall first be credited towards the interest which has accrued up to the date of payment and the balance, if any, shall be credited towards the principal, the Society being required to pay on the due date, the balance of interest due for the year and also the balance of principal, if any, due for the year. If the amount paid before the due date is in excess of the annual instalment, such amount shall be credited in reduction of the principal, the future instalments being reduced correspondingly; but no postponement of future instalments will be allowed, nor will the number of subsequent instalments be reduced.

(8) The Society agrees that in case of default either in respect of an instalment of principal or interest, any sum paid by it shall be appropriated in the following order:—

(*a*) Interest at 7½ per cent per annum;

(*b*) interest; and

(*c*) principal.

(9) The Society shall purchase implements, tools, appliances, machinery and other articles, including raw materials, for the purchase of which the loan has been sanctioned, within one month from the date of disbursement of the loan, unless for satisfactory reasons shown by the Society, the Registrar extends the period. If they are not purchased within the period specified, the Society shall repay the loan in full in one lump-sum together with interest, if any, due thereon till the date of payment.

(10) The Society shall draw the loan sanctioned for the construction of a workshop, workshed or building for storage of raw materials or finished goods for sale or for the erection of machinery, in instalments as the work of construction or erection progresses. The Society shall draw the second and subsequent instalments after furnishing a certificate to the satisfaction of the Registrar, from the managing committee of the Society that the instalment or instalments drawn have been properly utilized. In case the Registrar desires to have an independent certificate, the Society shall arrange to furnish a certificate from a qualified Engineer of a rank not lower than that of an upper subordinate of the Public Works Department approved by the Registrar.

(11) The Society shall remit to the Government the loan in excess of the purchase price of the tools, implements, appliances, machinery or raw materials, without waiting for the expiry of the period of repayment of the loan.

(12) The Society shall repay to the Government the unspent portion of the loan, if the cost of construction of the workshop, workshed or building, for which the loan has been sanctioned, is less than the loan amount borrowed. In such a case, the amount of each instalment of loan shall be correspondingly reduced.

(13) As long as there is any balance outstanding to the Government, the Society shall not pledge, encumber, sell or otherwise dispose of the equipment and tools or the raw materials purchased from the loan sanctioned under this deed, without the prior permission of the Registrar.

(14) The Society shall not mortgage or offer as security for any loan or other financial transaction, the shed or the building constructed with the Government loan.

(15) The value of assets offered as security for the loan and described in the schedule hereto, shall not at any time be less than the total amount of loans outstanding to the Government. In cases where the value of the security is at any time less than the loan amount outstanding to the Government, the deficit shall be made good within such period as may be prescribed by the Registrar.

(16) In the event of the cancellation of the registration of the Society or of a breach of or failure to comply with any of the conditions mentioned herein, it shall be competent for the Registrar or any officer authorized by him to take possession of the tools, equipment, raw materials, finished products made out of raw materials, sheds, buildings, etc., purchased with the aid of the loan, and sell them either by public auction or otherwise and apply the whole or any portion of the sale proceeds towards the balance due to the Government with interest due thereon and all costs, charges, expenses, or payments incurred or made in maintaining, defending or realizing the rights of the Government in respect of the amount due to them.

(17) The procedure laid down in condition (16) shall not prejudice the right of the Government to recover at their discretion, the loan amount out of the assets furnished to them as security therefor at the time of disbursing the amount.

(18) The Society shall furnish such information and submit such returns as the Government or the Registrar may call for, from time to time.

(19) If any doubt arises as to the interpretation of the aforesaid conditions, it shall be referred to the Government, whose decision thereon shall be final.

In witness whereof the President and two of the directors of the Society, acting for and on behalf of the Society, and , Registrar of Co-operative Societies, acting for and on behalf of and by the order and direction of the Governor of Madras have hereunto set their hands.

Signatures.

Signed by the abovenamed in the presence of—

1.
2.

1. President of the society.
2. Director of the society.
3. Director of the society.

Signed by the abovenamed in the presence of—

1.
2.

Common seal.

The common seal of the Society was hereunto affixed in the presence of

1.
2.

II. DRAFT LOAN BOND TO BE EXECUTED BY A MEMBER TO THE SOCIETY UNDER RULE 2 (*d*).

This agreement entered into this day of one thousand nine hundred and fifty between Co-operative Society, a society registered under the Madras Co-operative Societies Act, 1932, having its registered office at taluk district (hereinafter called the "Society") of the one part, and Sri son of Sri , residing at , member No. (hereinafter called the Borrower) of the other part.

Whereas the Borrower has applied to the Society for a loan of Rs. (Rupees) (in words) for the purpose of enabling him to purchase and the Society has agreed to advance the said sum, on and subject to the terms and conditions hereinafter contained.

Now this indenture witnesseth as follows:—

(1) In consideration of the sum of Rs. now advanced and paid by the Society to the Borrower (the receipt whereof the Borrower doth hereby acknowledge), the Borrower covenants with the Society that he, the Borrower, will duly and punctually repay to the Society at the said sum of Rs. by equal monthly instalments of the sum of Rs. the first of such instalments to be made on the day of one thousand nine hundred and and the subsequent payments on the day of in each subsequent month.

(2) The Borrower doth hereby pledge purchased with the aid of the said loan and more particularly described for purposes of identification in the First Schedule (hereinafter referred to as "accessories") as security for the due repayment by him of all or any sum that may from time to time become due and owing by the Borrower to the Society under these presents.

(3) The Borrower hereby furnishes as security immovable property, described specifically in the Second Schedule annexed hereto to the value of twice the said loan, besides the pledge of the accessories referred to in clause (2) above.

(4) The Borrower hereby furnishes a personal security bond (approved by the Registrar of Co-operative Societies, Madras) (hereinafter referred to as "the Registrar") for Rs. executed by Sri son of , for Rs. besides the pledge of the accessories referred to in clause (2) above.

(NOTE.—To be deleted in case of immovable property security.)

(5) The Borrower agrees that if the value of the accessories purchased by him with the loan is less than the loan, the loan in excess of the purchase price shall forthwith be remitted to the Government of Madras (hereinafter referred to as "the Government") without waiting for the expiry of the period of repayment of the loan.

(6) The Borrower agrees that the accessories shall not be pledged, encumbered, sold, or otherwise disposed of without the permission of the Registrar, so long as there is any balance outstanding to the Society.

(7) The Borrower agrees that if the value of the security is at any time less than the loan amount outstanding to the Government, the deficit shall be made good within such period as may be prescribed by the Registrar.

(8) The Borrower hereby agrees to utilize the total amount advanced under these presents for the purpose for which it has been sanctioned, namely, for .

(9) The Borrower agrees to pay interest for the abovesaid loan at the rate of 4 per cent per annum. The Government shall however have the right to alter the rate of interest at any time at their discretion.

If the Borrower commits default in the payment of any instalment on the due date, such instalment in arrears will bear interest at 7½ per cent per annum from the due date to the date of payment.

(10) The Borrower, hereby authorizes the Society, of which he is a member, to deduct the monthly instalments from sale proceeds of the finished products supplied by him to the Society or from the wages due to him.

(11) Any sum paid before the due date shall first be credited towards the interest which had accrued up to the date of payment and the balance, if any, shall be credited towards the principal, the Borrower being required to pay on the due date, the balance of interest due for the year and also the balance of principal, if any, due for the year. If the amount paid before the due date is in excess of the annual instalment, such amount shall be credited in reduction of the principal, the future instalments being reduced correspondingly; but no postponement of future instalments will be allowed nor will the number of subsequent instalments be reduced.

(12) The Borrower agrees that in case of default either in respect of an instalment of principal or interest, any sum paid by it shall be appropriated in the following order:—

(*a*) Interest at 7½ per cent per annum;

(*b*) Interest; and

(*c*) Principal.

(13) The Borrower shall purchase the accessories for the purchase for which the loan has been sanctioned, within one month from the date of disbursement of the loan, unless for satisfactory reasons shown by the Borrower, the Registrar extends the period. If they are not purchased within the period specified, the Borrower shall repay the loan in full in one lump-sum together with interest, if any, due thereon till the date of payment.

(14) In the event of cancellation of registration of the society or of a breach of or failure to comply with any of the conditions mentioned herein, it shall be competent for the Registrar or for any officer authorized by him to take possession of the accessories purchased with the aid of the loan and sell them either by public auction or otherwise and apply the whole or any portion of the sale proceeds towards the balance due to the Society with interest due thereon and all costs, charges, expenses, or payments incurred or made in maintaining, defending or realizing the rights of the Society in respect of the amount due to it.

(15) The procedure laid down in condition (14) shall not prejudice the right of the Society to recover at its discretion, the loan amount out of the assets furnished to it as security therefor at the time of disbursing the amount.

(16) If any doubt arises as to interpretation of the aforesaid conditions, it shall be referred to the Government, whose decision thereon shall be final.

First Schedule.

Second Schedule.

In witness whereof the President and two of the Directors of the Society, acting for and on behalf of the Society and have hereunto set their hands

Signature of the Borrower

Signed by the abovenamed
in the presence of—

1.

2.

Signed by the abovenamed
in the presence of—

1.

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The common seal of the Society has been affixed in the presence of—

1.

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(33)

MEMORANDUM No. 12103-SPL. Cl/57-2, INDUSTRIES, LABOUR AND CO-OPERATION (SPECIAL), DATED 23RD JULY 1957.

[Community Development Project—National Extension Service and Community Development Blocks—Industries Schemes—Inspection by District Officers—Provision of facilities for inspection.]

It has been brought to the notice of the Government that some of the Assistant Directors of Industries and Commerce and Village Industries Officers do not inspect the several industries schemes in the National Extension Service/Community Development Blocks frequently and render technical advice on the plea that some Block Development Officers consider their inspections as an interference on their domain of activities. The attention of the Assistant Director, Village Industries Officers and Block Development Officers, in this connection, is invited to paragraph 4 of G.O. Ms. No. 2580, Public (Rural Development Projects), dated 18th August 1955. Once the programme for industrial schemes is finalised, the District Officers should provide the necessary technical guidance to and supervision over the Extension Officers and other technical personnel and ensure that the programme is executed properly. In this work, they are assisted by the Block Development Officers who provide the necessary administrative supervision on the spot over the extension officers. In order to ensure that the programme is executed properly and to provide necessary technical guidance, it is very necessary that the Assistant Directors and Village Industries Officers should pay frequent visits to the industrial units in the Blocks and it is the duty of the Block Development Officers to render all assistance to the Assistant Directors and Village Industries Officers in this regard and they should not consider these inspections as an interference. The Block Development Officers are therefore requested to provide necessary facilities to the Assistant Directors and Village Industries Officers for the inspection of the industrial units in the National Extension Service/Community Development blocks.

(34)

G.O. Ms. No. 646, INDUSTRIES, LABOUR AND CO-OPERATION (SPECIAL), DATED 2ND AUGUST 1957.

[Community Development and National Extension Service—Lower Bhavani Pilot Project Area—Development of Village Industries—Grants from the erstwhile All-India Khadi and Village Industries Board—Debiting of—Revised orders issued.]

READ—the following papers :—

G.O. Ms. No. 1627, Public (Rural Development Projects), Dated 8th May 1956.

G.O. Ms. No. 1916, Public (Rural Development Project), dated 29th May 1956.

G.O. Ms. No. 153, Industries, Labour and Co-operation (Special), dated 18th February 1957.

G.O. Ms. No. 124, Industries, Labour and Co-operation (Special), dated 25th August 1956.

G.O. Ms. No. 318, Industries, Labour and Co-operation (Special), dated 16th March 1957.

G.O. Ms. No. 347, Industries, Labour and Co-operation, (Special), dated 25th March 1957.

* G.O. Ms. No. 349, Industries, Labour and Co-operation (Special), dated 25th March 1957.

G.O. Ms. No. 365, Industries, Labour and Co-operation (Special), dated 29th March 1957.

From the Accountant-General, Madras, dated 27th May 1957, No. D.A. XX, Schemes 174.

From the Accountant-General, Madras, dated 3rd June 1957, No. D.A. XX, Schemes 216.

Order—No. 646, Industries, Labour and Co-operation, dated 2nd August 1957.

The Accountant-General in this letter No. D.A. XX, Schemes 151, dated 20th October 1956, reported that Article 43 (3) (iii) of the Audit Code stipulated that the grants received from outside agencies should be credited to the appropriate head in the deposit section of the accounts and that, if such outside agencies did not exercise any control over the expenditure, the expenditure would be entered into the relevant service major head, an equivalent amount or the portion that was met by the outside agency being transferred to the corresponding revenue head by debit to the deposit head. He, therefore, suggested that the grants received by this Government from the erstwhile All-India Khadi and Village Industries Board, Bombay, might be credited to a new head of

account to be opened in the deposit section. Accordingly, in G.O. Ms. No. 153, Industries, Labour and Co-operation (Special), dated 18th February 1957, it was ordered that the grants to the extent of Rs. 38,300 given by the erstwhile All-India Khadi and Village Industries Board for the schemes for the development of village oil industry, hand-pounding of rice, soap-making with non-edible oils and Gur and Khandsari in the Lower Bhavani Pilot Project area should be credited to the head " Deposit account of grant made by the All-India Khadi and Village Industries Board " to be opened under " S. II. Deposits and Advances—(Deposits not bearing interest)—C. other deposit accounts—Other accounts " and that an amount equivalent to the expenditure in each year on the individual schemes debited to " 43. Industries and Supplies " should be transferred from the deposit account to the expenditure head as deduction of charges under a separate sub or detailed head " *Deduct*—Transfer from the Deposit Account of the All-India Khadi and Village Industries Board ". Similarly the grants given by the erstwhile All-India Khadi and Village Industries Board for the following schemes were ordered to be credited to the above head :—

Name of the Scheme. (1)	*Amount of grant.* (2)	*Number and date of the order sanctioning the scheme.* (3)
	RS.	
1 Village oil industry	55,000	G.O. Ms. No. 318, Industries, Labour and Co-operation (Special), dated 16 Mar. 1957.
2 Soap-making with non-edible Oil industry.	12,300	G.O Ms. No. 347, Industries, Labour and Co-operation (Special), dated 25 Mar. 1957.
3 Flaying Centres and Bone-crushing units.	95,750	G.O. Ms. No. 365, Industries Labour and Co-operation (Special), dated 29 Mar. 1957.

2. The Accountant-General, Madras, has now stated that the Comptroller and Auditor-General of India, who was addressed for the sanction of opening of the minor head of account on the Deposit section, has replied that as the All-India Khadi and Village Industries Board is not an outside agency, but a non-statutory body functioning like a Government Department there is no need to open a deposit head and that the grants received from the All-India Khadi and Village Industries Board up to 31st March 1957 should be directly credited to the relevant head on the receipt side itself and the expenditure therefrom should similarly be credited to the relevant service head.

3. The Government direct that the orders issued in G.O. Ms. No. 153, Industries, Labour and Co-operation (Special), dated 18th February 1957, be cancelled. They also direct that the grants

given by the erstwhile All-India Khadi and Village Industries Board for the following schemes, be credited to the heads of account indicated against them :—

Name of the Scheme. (1)	Number and date of Government Order sanctioning the scheme. (2)	Amount sanctioned by the erstwhile All India Khadi and Village Industries Board as grant. (3) RS.	Head of account to which it should be credited. (4)
1 Village oil Industary.	G.O. Ms. No. 1627, Public (Rural Development Project), dated 8 May 1956.	12,950	XXXII. Industries and Supplies—b.—Cottage Industries—grants from the All-India Khadi and Village Industries Board for the development of Village Oil Industries.
2 Handpounding of rice.	G.O. Ms. No. 1916, Public (Rural Development Project), dated 29 May 1956.	3,600	XXXII.—Industries and Supplies—b. Cottage Industries—grant from the All-India Khadi and Village Industries Board for the development of handpounding of rice.
3 Soap-making with non-edible oils.	G.O. Ms. No. 124, Industries, Labour and Co-operation (Special), dated 25 Aug. 1956.	16,750	XXXII.—Industries and Supplies—b. Cottage Industries Grant from the All-India Khadi and Village Industries Board for the development of soap-making with non-edible oils.
4 Village oil Industry.	G.O. Ms. No. 318, Industries, Labour and Co-operation (Special), dated 16 Mar. 1957.	55,000	XXXII. Industries and Supplies—b. Cottage Industries—Grant from the All India Khadi and Village Industries Board for the development of Village Oil Industry.
5 Soap-making with non-edible oils.	G.O. Ms. No. 347, Industries, Labour, and Co-operation (Special), dated 25 Mar. 1957.	12,300	XXXII. Industries and Supplies—b. Cottage Industries—Grant from the All-India Khadi and Village Industries Board for the development of soap-making with non-edible oils.
6. Flaying centres and bone crushing units.	G.O. Ms. No. 365, Industries, Labour and Co-operation (Special), dated 29 Mar. 1957.	95,750	XXXII. Industries and Supplies—b. Cottage Industries—Grant from the All-India Khadi and Village Industries Board for the development of flaying and Bone crushing.

4. The Director of Industries and Commerce is requested to adopt the revised classification mentioned in paragraph 3 above while proposing the Revised Estimate for 1957–58 and Budget Estimate for 1958–59 due to Government in the Finance Department in October 1957.

(35)

MEMORANDUM No. 4408-SPECIAL C. 1/57-11, INDUSTRIES, LABOUR AND CO-OPERATION (SPECIAL), DATED THE 25TH SEPTEMBER 1957.

[Community Development and National Extension Service—Village industries—Village industries products—Using of by the Block Staff.]

During the Second Inter State Seminar on Community Development held at Hardwar (Uttar Pradesh) in November 1956, it has been recommended, among other things, that an intensive propaganda and a regular movement should be organised to make the people khadi and village products manded. The Government accept the recommendation and consider that, if the propaganda should have any effect, the block staff themselves should set an example in using only cottage and village industries products available in their respective blocks and also induce the villagers to use these products only, as far as practicable. The Block Development Officers and the Block staff are requested to adhere to the above principle and use only cottage and village industries products.

APPENDIX XVI—LOANS.

(39)

MEMORANDUM No. 2403 P-RDP-V/55-7, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 5TH JANUARY 1956.

[Community Development and National Extension Service—Loans—Certain points clarification—Instructions issued.]

[*Reference*.—From the Board of Revenue (Land Revenue), B.P. Rt. No. 2369, dated 2nd May 1955.]

During the conference of the Block Development Officers held on 2nd November 1954 at the Secretariat, the following two points were raised :—

(i) The period of repayment of loans granted under the National Extension Service Scheme should be the same as for loans granted by the Officers of the Agriculture and Revenue Departments under the Agricultural Loans Act.

(ii) Provision should be made for the grant of loans on the security of unsurveyed lands also.

The Government have examined these points in consultation with the Board of Revenue (Land Revenue) and pass the following orders :—

Point (i).—The Board of Revenue (Land Revenue) has recommended that the suggestion may be accepted. The attention of all the Collectors, Project Executive Officers and Block Development Officers is invited to the orders issued in paragraph 2 of G.O. Ms. No. 207, Public (Rural Development Projects), dated 25th January 1955 wherein Government have fixed the period of repayment of loans in all the Community Projects and National Extension Service areas in supersession of all previous orders on the subject. According to these orders, the period of recovery for all loans other than the special loans for fertilizers, seeds and manure, cottage industries and rural housing, will be the same as for loans granted by the Agriculture and Revenue Departments. The Government direct that the above rules should be strictly followed in all the Community Project and National Extension Service areas.

Point (ii).—The Board of Revenue (Land Revenue) is of the opinion that it is desirable to grant loans only to ryots in surveyed and settled villages and that if unsurveyed lands are offered as security, the lands should be got surveyed at the cost of the ryots. The Government direct that the above procedure should invariably be followed in all the Community Project and

National Extension Service areas while granting loans on the security of unsurveyed lands. A copy of Board's Proceedings Mis. No. 555, dated 8th February 1935 is in this connection communicated to all the Collectors, Project Executive Officers and Block Development Officers for information and guidance.

ENCLOSURE.

Board's Proceedings Mis. No. 555, dated 8th February 1935.

[Advances—Loans—Ryots in estate villages—Grant—Rule modification—Unnecessary instructions issued.]

In the case of certain loans granted to occupancy ryots in a zamin village on the security of their occupancy right in the holdings, there was default in the payment of the instalments and the lands offered as security as well as the other lands of defaulters were brought to sale. Owing to want of bidding the lands were bought in by Government and the arrears were written off. This procedure has reduced Government to the position of a tenant under the zamindar and they had therefore to pay the rent due to him on the lands bought in by them. The lands were finally resold to the zamindar on his own terms. In the light of this experience it appeared to the Board unsafe to grant loans to the occupancy ryots in estates on the security of their occupancy right in the holdings under the provisions of the Loans rules. It, therefore, requested the Collectors of the districts in which there are estates to report whether any difficulty was felt in recovering the loan instalment and whether it was desirable to amend the rules relating to the grant of such loans.

2. The reports of the Collectors show that generally no difficulty of the kind has so far been felt though there has been some difficulty in the prompt realization of the loan arrears. All the Collectors except those of Visakhapatnam and Salem however consider that it would be better to impose the following restrictions on the grant of loan to the ryots in estates:—

(1) Demanding additional collateral security consisting of—

(*a*) of lands in a ryotwari village owned by the borrower or any other ryot who will stand surety,

(*b*) of enfranchised inams in which both the varams vest in the applicant,

(*c*) of house property in the village natham in the estate,

(*d*) of lands in the estate in which Government have an interest,

(*e*) of the melwaram right of the proprietor,

(2) insisting of a great margin of security; and

(3) granting loans only to ryots in surveyed and estate villages.

The Board doubts whether in many cases the ryots in estate villages will be able to provide collateral security of the lands referred to above or whether the landholder will come forward to help his ryots by offering his melwaram right as security. The ultimate result of imposing these conditions will be that most of the ryots in estates will be deprived of the benefits of State loans altogether. Even the insistence of a greater margin of security is not likely to make any difference to the eventual result in the rare cases in which the security lands have to be brought in by Government for want of purchasers. The danger apprehended appears to be slight and very remote and does not justify a stiffening of the existing rules. The Board agrees with the Collector of Salem that cases of buying in of security lands should be rare, if the loans are judiciously granted and the security thoroughly examined before hand and therefore considers that no change is required in the existing rules.

3. How however localisation of old paimash numbers sometimes give rise to dispute when the lands are brought to sale, the Board would invite the attention of the Collectors to the desirability of granting loans only to the ryots in surveyed and settled estate villages and if unsurveyed land are offered as security of getting them surveyed at the cost of the borrower before the loans are granted.

(40)

MEMORANDUM No. 4988-RDP-V/55-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 12TH JANUARY 1956.

[Community Development and National Extension Service—Loans for Rural Housing Scheme—Clarification of rules—Instructions issued.]

[*Reference.*—G.O. Ms. No. 2405, Public (Rural Development Projects), dated 4th December 1954, Government Memorandum No. 4970-(RDP)-V/55-1, Public (Rural Development Projects), dated 12th August 1955, from the Collector of Tanjore, dated 25th July 1955, Ref. No. Rc. 26818/55-K.7 and from the Board of Revenue (Land Revenue) B.P. Rt. No. 4962, dated 26th September 1955.]

In his reference cited the Collector of Tanjore has raised the point whether under the Rural Housing Scheme sanctioned in the Government Order first cited, the value of the house to be constructed or improved can be taken as security and the loan granted to the applicant. The point has been examined in consultation with the Board of Revenue (Land Revenue). The Board is of the view that loans should not be granted on the security of the house to be constructed as it will not be safe and has suggested that the Collectors may be given discretion to accept up to 20 per cent of the value of the house to be constructed or improved as security. The Government do not accept the views of the Board of Revenue (Land Revenue). In this connection the attention of all the Collectors is invited to the instructions already issued in the last paragraph of the Government Memorandum No. 4970-RDP-V/55-1, Public (Rural Development Projects), dated 12th August 1955. The Government direct that the instructions contained in this memorandum should be followed in all cases. The disbursing officers should bear in mind that—

(i) the house to be constructed or improved and the house-site should be taken as the primary security for the loan (rule 9); and

(ii) only if the security is not sufficient, when the value of the house together with the site does not amount to 1¼ times the amount of the loan applied for, collateral security be demanded.

Their attention is drawn to rule 13 which provides for disbursement of loans in instalment and also paragraphs 1 and 2 of Government Memorandum No. 4970-RDP-V/55-1, Public (Rural Development Projects), dated 12th August 1955.

(41)

MEMORANDUM No. 50311-RDP-V/55-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 27TH JANUARY 1956.

[Community Development—Tanjore district—Loans and advances —Short-term loans—Instructions issued.]

It has been suggested that clarification regarding the classification of loans as short-term, medium and long-term loans may be issued. The Government agree with the suggestion and issue the following instructions in supersession of all previous orders on the subject :—

(1) All loans which are recoverable within a period of two years shall be termed as 'short-term loans.' Short-term loans are those which are disbursed for purposes which yield quick results such as loans for fertilizers, seeds, etc.

(2) Loans which are recoverable within a period ranging from 2 to 5 years shall be termed as 'medium term loans'.

(3) Loans for which the period of repayment is in excess of 5 years shall be termed as 'long-term loans'.

2. The attention of all concerned is invited in this connection to the orders issued in paragraph 2 of G.O. Ms. No. 207, Public (Rural Development Projects), dated 25th January 1955, wherein the periods of recovery of various category of loans are laid down.

(42)

G.O. Ms. No. 471, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH FEBRUARY 1956.

[Community Development and National Extension Service—Irrigation—Oil engines and electric motor pumpsets—Supply on hire-purchase system to agriculturists—Rules and agreements —Issued.]

READ—the following paper :—

G.O. Ms. No. 905, Public (Community Projects), dated 1st April 1955.

Order—No. 471, *Public (Rural Development Projects), dated 8th February* 1956.

In the Government Order cited, orders have been issued to the effect that in regard to the purchase of pumpsets in the Community Project areas the hire-purchase system should be followed. Rules and agreements for the purpose have also been prescribed.

2. As regards Community Development and National Extension Service areas, general rules in regard to grant of loans have been issued in G.O. Ms. No. 2193, Public (Rural Development Projects), dated 13th July 1955, according to which cash loans can be granted for the purchase of pumpsets also by the ryots. It has been suggested that if cash loans are permitted for the purchase of pumpsets, it may not be possible in all cases to ensure that the

(40)

MEMORANDUM No. 4988-RDP-V/55-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 12TH JANUARY 1956.

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(i) the house to be constructed or improved and the house-site should be taken as the primary security for the loan (rule 9); and

(ii) only if the security is not sufficient, when the value of the house together with the site does not amount to 1½ times the amount of the loan applied for, collateral security be demanded.

Their attention is drawn to rule 13 which provides for disbursement of loans in instalment and also paragraphs 1 and 2 of Government Memorandum No. 4970-RDP-V/55-1, Public (Rural Development Projects), dated 12th August 1955.

(41)

MEMORANDUM No. 50311-RDP-V/55-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 27TH JANUARY 1956.

[Community Development—Tanjore district—Loans and advances —Short-term loans—Instructions issued.]

It has been suggested that clarification regarding the classification of loans as short-term, medium and long-term loans may be issued. The Government agree with the suggestion and issue the following instructions in supersession of all previous orders on the subject :—

(1) All loans which are recoverable within a period of two years shall be termed as ' short-term loans.' Short-term loans are those which are disbursed for purposes which yield quick results such as loans for fertilizers, seeds, etc.

(2) Loans which are recoverable within a period ranging from 2 to 5 years shall be termed as ' medium term loans '.

(3) Loans for which the period of repayment is in excess of 5 years shall be termed as ' long-term loans '.

2. The attention of all concerned is invited in this connection to the orders issued in paragraph 2 of G.O. Ms. No. 207, Public (Rural Development Projects), dated 25th January 1955, wherein the periods of recovery of various category of loans are laid down.

(42)

G.O. Ms. No. 471, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH FEBRUARY 1956.

[Community Development and National Extension Service—Irrigation—Oil engines and electric motor pumpsets—Supply on hire-purchase system to agriculturists—Rules and agreements —Issued.]

READ—the following paper :—

G.O. Ms. No. 905, Public (Community Projects), dated 1st April 1955.

Order—No. 471, *Public (Rural Development Projects), dated 8th February* 1956.

In the Government Order cited, orders have been issued to the effect that in regard to the purchase of pumpsets in the Community Project areas the hire-purchase system should be followed. Rules and agreements for the purpose have also been prescribed.

2. As regards Community Development and National Extension Service areas, general rules in regard to grant of loans have been issued in G.O. Ms. No. 2193, Public (Rural Development Projects), dated 13th July 1955, according to which cash loans can be granted for the purchase of pumpsets also by the ryots. It has been suggested that if cash loans are permitted for the purchase of pumpsets, it may not be possible in all cases to ensure that the

borrowers purchase only pumpsets of Indian origin as insisted by the Community Projects Administration. Besides there is also the possibility of the borrower purchasing a second-hand pumpset at a lesser cost thereby not utilizing the entire loan for the purpose for which it was granted.

3. In order to avoid all these irregularities and to have a uniform practice in vogue in the Community Projects, Community Development and National Extension Service areas of the State, the Government direct that the hire-purchase system in regard to the supply of oil engine and electric motor pumpsets be extended to the Community Development and National Extension Service areas also in *supersession of all previous orders in the matter.*

4. The rules for the supply of these oil engines and electric motor pumpsets to agriculturists on hire-purchase system and form of the agreement to be entered into by the parties are appended to this order.

APPENDIX.

Rules for the supply by the Government Public (Rural Development Projects) Department to agriculturists in the Community Development and National Extension Service areas of electric pumpsets and oil engine pumpsets on the hire-purchase system.

1. An application for the supply of electric pumping sets or oil engine pumpsets shall be made to the Block Development Officers concerned in the form in Annexure A. Copies of the forms may be obtained on application to the Block Development Officers concerned.

2. * (The Block Development Officer will make enquiries and report to the Revenue Divisional Officer if the amount applied for, is within his powers of sanction and in other cases to the Collectors about the solvency of the applicant and the advisability of sanctioning the supply having due regard to the standing and local reputation of the applicant in all cases where the loan amount exceeds his powers of sanction. In doubtful cases, the Additional Development Commissioner may be consulted.)

3. The applicant will be supplied with an estimate of the costs of the plant and equipment and the cost of transporting and installing the same.

4. If the applicant accepts the estimate of costs, he shall be required to execute an agreement in the form in Annexure B.

5. If the applicant is not the owner of the property on which it is proposed to instal the plant and equipment, the Government shall obtain the owner's consent to the installation in the form in Annexure C.

6. An initial payment will be necessary to cover the cost as estimated of transporting and erecting the plant and equipment and placing it in a satisfactory condition in all cases, where the work is to be done by the department. The applicant shall in addition deposit as earnest money an amount not exceeding 10 per cent of the estimated cost of the said plant and equipment. No interest shall be payable to the applicant on this deposit of earnest money. The Collector, may at his discretion accept approved interest bearing securities tendered by the applicant as earnest money.

7. The cost of plant and equipment shall be repayable with interest by equal annual instalments:

† (*a*) in a period of three years in the case of electric motor pumping set and equipment not exceeding Rs. 2,000 in value and in a period of five years in the case of oil engine pumpsets and equipment exceeding Rs. 2,000 but is less than Rs. 3,000 in value;

(*b*) in a period of seven years if the cost exceeds Rs. 3,000.

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* Rule 2 amended in Memorandum No. 83694-RDP-V|56-2, Public (Rural Development Projects), dated 17th September 1956.

† Clauses (*a*) and (*b*) amended in G.O. Ms. No. 3087, Public, dated 18th September 1956.

8. The instalments shall be so fixed that the repayment of the entire cost of the plant and equipment together with the interest at the rate fixed is completed by the end of the period fixed under rule 7.

9. Interest to be charged on the value of the plant and equipment shall be fixed by the Block Development Officer concerned according to the instructions issued to him by the Government.

10. The work of installation will be started as soon as practicable after the applicant has executed the agreement referred to in rule 4, and made the payments required by rule 6 and has also, where necessary obtained the consent of the owner as required by rule 5.

11. (1) After the work of installation has been completed, a bill showing the cost incurred therefor shall be prepared, and if the cost exceeds the payment made by the applicant, on that account, the balance shall be recovered from him. If the cost of installation is less than the initial payment made on that account by the applicant the balance shall be adjusted towards one or more of the initial instalments payable by him under the agreement.

(2) The earnest money deposited by the applicant shall be adjusted towards one or more of the final instalments payable by him under the agreement.

12. The supply of electric pumping sets is subject to the express condition that the applicant has obtained permission for supply of electricity.

13. The plant and equipment will remain the property of Government until the full cost has been paid.

14. If a person who has already been supplied with plant and equipment under these rules applies for additional pumping sets or motors before the previous supply has been fully paid for, the application shall be considered and dealt with under these rules as if it was a fresh application.

15. * (The sanction of Government shall be obtained in all cases where the loan amount applied for exceeds the powers of the Collector as provided under the Takkavi Manual.)

16. In approved cases the applicant may arrange for the installation of the plant independently, provided always that the plans and specification are approved by the Collector and the work is supervised by an officer of the department duly authorized by him.

17. Repairs and other extra work shall be undertaken by the Block Development Officer if required on payment of the actual cost plus 16½ per cent thereon.

18. All sanctions under these rules shall be valid for two months from the date of sanction. If the applicant does not avail himself of the sanction before its expiry he shall submit a fresh application which will be dealt with on its merits.

19. No additions or modifications to these rules shall be made without the sanction of Government.

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* Amended in Memorandum No. 83694-RDP-V|56-2, Public (Rural Development Projects), dated 17th September 1956.

ANNEXURE A.

GOVERNMENT OF MADRAS—PUBLIC (RURAL DEVELOPMENT PROJECTS) DEPARTMENT.

Form of application for the supply of electric motor pumpsets and oil engine pumpsets to agriculturists on hire-purchase system.

1 Name of applicant (in full).

2 Name of village and taluk.

3 Survey numbers of lands on which the well is situated.

4 Survey numbers of the land which the pumpset is proposed to irrigate.

5 Name of owner or owners of lands mentioned in items 3 and 4.

6 Total area of the lands in items 3 and 4 separately.

7 Nature of soil.

8 Nature of crops raised in the lands with complete details of the number of sowings, amount of water required, etc.

9 (a) Which is the nearest power main from which electric current can be tapped and what is the distance of the well from the electric power source.
(b) The nearest railway station to the well in question.
(c) The nearest road from which the well is accessible.

10 The place of residence of the applicant.

11 Does the applicant do the cultivation himself? Or is the cultivation done in his absence?

12 Details of the well—
(a) Depth of water.
(b) Diameter.
(c) Depth of water.
(d) Height to which water should be pumped.

13 Is water from the existing wells being used for irrigation and and if so, by what methods?

14 Is sufficient water available to irrigate his lands? If not, is there any other source of water-supply nearby?

15 What is the maximum and minimum depth in the well? (An average of a number of years with the lowest depth obtained may be given.)

16 Do you want the Rural Development Projects Department to supply the pumpset and have it installed as per rules of the hire-purchase system?

Or

Do you wish to purchase the set on hire-purchase system and install it yourself?

17 What is the horse-power and size of pumpset you require?

18 Any other particulars.

Station

Date

Signature of the applicant.

Annexure B.

Draft Agreement.

An Agreement made the day of one thousand nine hundred and fifty between the Governor of Madras which expression shall include his successors-in-office and assigns of the one part and , son of , residing at *(hereinafter called the hirer) which expression shall where the context so admits include his heirs, executors, administrators, legal representatives and assigns of the other part.

Whereby it is agreed as follows:—

(1) The Government of Madras (hereinafter called the Government) will let on hire to the hirer and the hirer will take on hire from the Government from the day of until the hiring shall be terminated as hereinafter mentioned the electrical plant and equipment|oil engine pumping set detailed in the first schedule hereto (hereinafter referred to as "the said machinery") on the terms and conditions as hereinafter contained.

* Amended in Memorandum No. 5654-RDP-V|56-6, Public (Rural Developments Projects), dated 27th June 1956.

(2) The Hirer will during the period of hiring punctually pay to the Government at treasury at ayd without previous demand for the hire of the said machinery, the yearly sum of Rs. the first of such payments to be made on the day of 195 , and the subsequent payments to be made on the day of each subsequent year.

(3) If the Hirer shall duly observe and perform the provisions and stipulations of this agreement which on the part of the Hirer ought to be observed and performed and shall in the manner described in clause (2) of this agreement make payment amounting in the aggregate to the sum of Rs. and shall also pay to the Government all other moneys which shall become payable by the Hirer under this agreement the hiring shall determine and the said machinery shall become the absolute property of the Hirer but until all the said payments shall have been made the said machinery shall remain the sole property of the Government and the Hirer shall not be deemed to have brought or agreed to by the same but is and shall remain the bailee thereof only notwithstanding any judgment or judgments which the Government may at any time obtain against the Hirer for any sum or sums for the time being, owing by the Hirer to the Government under this agreement.

(4) The Hirer may at any time terminate the hiring and become the purchaser of the said machinery by payment to the Government, the sum of Rs. plus accumulated interests at per cent and all moneys due from the Hirer to the Government under the provisions of this agreement. In the event of the termination of the hiring under this clause, credit shall be given for the sum of Rs. paid by the Hirer under clause (2) of this agreement which shall be adjusted towards the sum of Rs. . Credit shall also be given for the amount if any paid in instalments but out of each such payment the amount of interest due on the loan or the balance thereof calculated at the rate of per cent per annum from the date of the loan or the date of payment of the last instalment thereof up to the date of the payment of the instalment shall first be appropriated and the balance credited towards the outstanding amount of the principal.

(5) The Hirer may, at any time terminate the hiring by delivering up the said machinery at the Hirer's risk and cost to the Government or some person duly authorized thereunto by the Collector at without prejudice to any claim the Government may have against the Hirer for arrears of hire, rent or damages. If the hiring determines under the provisions of this clause the Hirer shall not be entitled to any credit allowances or return for or on account of any payment made previously by him.

(6) The Hirer will, during the continuance of the period of hiring, keep the said machinery in his own custody in the lands on which the machinery is installed and will not sell or offer for sale or assign transfers, pledge, mortgage, underlet, lend or otherwise part or attempt to part with the possession of the said machinery, or any part thereof or the Hirer's interest therein or the Hirer's rights under this agreement or purport so to do or assume the ownership of the said machinery, or any part thereof or cause or permit the same to be removed from the lands on which the machinery is installed and the Hirer shall, during the period of hiring, allow the Collector for the time being or any person or persons duly authorized by him thereunto, at all reasonable hours to enter the said land to inspect the condition of the said machinery and the Hirer will, during the period of hiring, punctually pay all rents, rates, taxes, duties, charges, impositions, and other outgoings due and payable in respect of the lands on which the machine is installed and will take receipts therefor and will, when demanded in writing, or otherwise forthwith produce to the said Collector or other person or persons duly authorized by him the receipts for the last respective payment due in respect thereof.

(7) The Hirer shall, during the period of hiring, at the Hirer's own expense keep the machinery in good and substantial order and repair and in perfect working order (reasonable use and fair wear and tear thereof excepted) and shall indemnify the Government against all loss of or damage to the machinery from whatever cause under whatever circumstances arising and no alteration in or addition to such machinery shall be made without the previous sanction of the Collector PROVIDED that the Hirer shall not have or be deemed to have any authority to pledge the Government's credit for the repair of the said machinery or to create any lien upon the said machinery in respect of such repairs.

(8) The Hirer hereby declares and expressly warrants that no mortgage of and no holder of an incumbrance or charge on, the lands which the said machinery is to be installed will, under the terms of the deed of mortgage, incumbrance or charge, acquire any right over the said machinery when installed.

(9) If the Hirer at any time during the period of hiring shall be desirous of executing or creating any mortgage, incumbrance or charge of or upon the lands in or upon which the said machinery shall for the time being be, he shall give to the Collector one calendar month's previous notice of his intention so to do.

(10) If the Hirer shall make default in payments mentioned in clause (2) of this agreement (whether the same shall have been demanded or not) or does not observe or perform or shall commit a breach of any of the other terms and conditions of this agreement or if execution or distress is levied upon the said machinery or any part thereof or upon the Hirer's interest in the said machinery or if the Hirer shall be adjudicated an insolvent or shall file a petition in insolvency or have a receiving order made against him or enter into any agreement or composition with his creditors or shall execute or create any mortgage incumbrance or charge of or upon the lands in or upon which the said machinery may for the time being be or give notice of his intention so to do as provided in the last preceding clause then and in any of the said cases and from time to time as often as any of them shall happen the said Collector may by a month's notice in writing terminate the hiring although the Government or the Collector may not have taken advantage of a previous default or condition of a like nature.

(11) If the hiring is terminated under clause (10) of this agreement, the Hirer shall forthwith deliver up the said machinery at the Hirer's risk and cost to the Government or some person duly authorized thereunto by the said Collector at and in default of such delivery the Collector and the agent's servants, workmen and others in the employ or on behalf of the Government and all other persons authorized by the Collector may without previous notice enter the said lands and unfix, seize and remove the said machinery and resume possession of the same.

(12) The Collector may at any time either before or after the termination of the hiring pay any sum or sums which the Collector may deem fit it advisable to pay for the protection of the said machinery or for the purpose of regaining possession of the same and thereupon all such payments together with interest thereon at rate of per cent per annum from the date of such payment shall forthwith become due and payable by the Hirer to the Government.

(13) If the hiring is terminated under clause (10) of this agreement, the Government may notwithstanding the seizure of the said machinery or the return of the same either by the act of the Hirer or under process of law recover from the Hirer by action all payments due under clause (2) hereof in arrear at the date of the termination of the hiring and any costs, expenses, and payment incurred or made, by the Government or the Collector in connexion with the obtaining of possession of the said machinery or otherwise in relation thereto and all other moneys due from the Hirer to the Government under this agreement and also all loss or any damage which the Government may sustain in consequence of breach by the Hirer of the terms of this agreement and the Hirer shall not on any ground whatever be entitled to any allowance, return or set off on account of any payment made previously by him.

(14) If the hiring determines under clause (10) of this agreement, and if immediately upon such determination the Hirer delivers up the said machinery to the Collector or permits the Collector to retake possession of the same without molestation or interruption, then the Hirer shall have the right either to purchase the said machinery (provided he pays to the Government within ten days of such determination a sum which together with the sum of Rs. paid in respect of hire under clause (2) thereof will amount to Rs.) or to resume the hiring upon terms and conditions similar to those of this agreement and has if no breach of this agreement had been committed by the Hirer PROVIDED THAT the Hirer within ten days of such determination produces a guarantor to the satisfaction of the said Collector for the due performance of the terms of a fresh agreement to be entered into between the parties PROVIDED ALSO that in either case the Hirer shall within ten days of such determination also pay to the Government all moneys due from the Hirer to the Government under this agreement at the date of such determination and also pay to the

Government all costs, charges, payments and expenses incurred, made or sustained by the Government in or about tracing, seizing, taking and obtaining possession of the said machinery and in or about the removal, carriage, warehousing and redelivery of the same PROVIDED ALSO that until the Hirer shall have fully complied with the stipulations of this clause the Hirer shall not after the hiring has been determined under clause (10) have or be deemed to have any right or property or beneficial interest in the said machinery PROVIDED FURTHER that if the Hirer shall not exercise such option and made such payments within the time aforesaid the option given to the Hirer by this clause shall cease and the Hirer shall not be entitled to any credit, allowance or return for on or account of any payments made previously by him.

(15) During the period of hiring, the Collector shall be at liberty to insure for the benefit of the Government the said machinery against loss or damage by fire or accident in any sum not exceeding the sum of Rs. . The Hirer shall pay to the Collector on demand all sums which may be paid by him for effecting or keeping in force, such insurance. If the sum received by the Government under such insurance shall exceed the balance of the sum of Rs. after deducting all sums previously paid by the Hirer for hire and the sum of Rs. paid under clause (3) above, then such excess shall be paid by the Government to the Hirer.

(16) The Hirer further agrees to take all his electric power requirements from a Government source and shall in all things perform and observe the conditions therefor as separately agreed upon between the Hirer and the Government.

(17) All amounts due to the Government under this agreement except those referred to in clauses (7) and (13) thereof, shall, if not paid when due be recovered by the Government as if they were arrears of revenue and shall also bear interest at the rate of 6 per cent per annum from the date on which they so fall due up to the date of payment or recovery.

(18) Any notice required to be given by the Government or the Collector under this agreement shall be in writing signed by the said Collector or any officer authorized by the Collector and may be served on the Hirer personally or left at the last known place of abode or business of the Hirer or affixed or left on the lands on which the machinery is installed or sent by post addressed to the Hirer at the aforesaid place or abode or business of the Hirer or at the said land and any notice required to be given by the Hirer under this agreement shall also be in writing and sent by registered post to the Collector aforesaid.

IN WITNESS WHEREOF

By order and direction of the Governor of Madras have hereunto set their hands and seals the day and year first above written.

The First Schedule above referred to.

The Second Schedule above referred to.

Signed, sealed, and delivered by
in the presence of

Signed, sealed, and delivered by
in the presence of

ANNEXURE C.

Owner's Consent.

To

The Collector

The Block Development Officer

I, of being the owner of the property below mentioned hereby agree as follows:—

1. I consent to the installation by you at the property situated of electric service cable, motors, pumps, wiring, fittings and other plant or equipment for the supply of electricity (hereinafter called 'the

installation') under the terms of an agreement between you and pursuant to a scheme for the supply of on a hire-purchase system and agree that the installation shall be and remain your property until it shall have been paid for under the terms of the said arrangement and may be removed by you until such time as aforesaid, you making good any damage occasioned by such removal.

2. I will not alter or remove the installation or give permission for the same to be altered or removed without your consent so long as the same remains *your* property under the terms of the said arrangement.

3. It is agreed that I shall not be responsible by virtue of anything contained in these presents for any payment which you may be liable to make in respect of the installation.

4. I will not impose any charge upon any outgoing or incoming tenant of *my* property covered by this agreement in connexion with the installation.

Signed by the said in the presence of

Witness

Address

(43)

G.O. Ms. No. 541, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 13TH FEBRUARY 1956.

[National Extension Service—Rural housing—Loans for construction of houses—Allotment for National Extension Service blocks of 1955 series—Sanctioned.]

In paragraph 2 of Government Memorandum No. 7098-RDP/Accounts-C/55-1, Public (Rural Development Projects), dated 28th July 1955, the Government issued orders providing a sum of Rs. 25,000 for each National Extension Service Block for disbursement as loans under the Rural Housing Scheme. These orders were applicable to the National Extension Service Blocks of 1953 and 1954 series.

2. It has now been suggested that a similar provision should be made for the National Extension Service Blocks of 1955 series also. The Government have examined this suggestion and sanction a sum of Rs. 25,000 for each National Extension Service Block of the 1955 series for disbursement as loans to the individuals in the National Extension Service Blocks of 1955 series under the Rural Housing Scheme. The above sum will be met by diversion from the amount of Rs. 1 lakh provided for loans for Minor Irrigation.

The Collectors are requested to issue suitable instructions to their Block Development Officers. The rules laid down for issue of loans in G.O. Ms. No. 2405, Public (Rural Development Projects), dated 4th December 1954, be strictly followed by the disbursing officers. Additional requirements in excess of the above allotment, if any, may be reported to Government.

(44)

G.O. Ms. No. 719, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 23RD FEBRUARY 1956.

[Community Projects, Community Development and National Extension Service—Loan applications—Special Tahsildars for disposal—Grouping of areas—Orders issued.]

READ—the following paper :—

From the Board of Revenue B.P. Rt. No. 6098, dated 8th December 1955.

Order—No. 719, *Public* (*Rural Development Projects*), *dated* 23*rd February* 1956.

At the Conference of the Collectors held in June 1955 it has been suggested that the prescribed minimum number of loan applications for the employment of Special Tahsildars may be reduced suitably or that the areas covered by Community Projects, Community Development or National Extension Service schemes may be suitably grouped for the purpose. The suggestion has been examined in consultation with the Board of Revenue (Land Revenue). The Board has recommended that the reduction in the minimum number of loan applications is not desirable and that there is no objection to the grouping of areas suitably so as to bring the number of pending applications to the prescribed minimum or above it, justifying the employment of Special Tahsildars, provided the areas grouped are not scattered but contiguous. The Government accept generally the recommendation of the Board and issue the following orders :—

(i) Community Project, Community Development or National Extension Service in one district which are adjacent or contiguous to each other should be grouped together for the purpose of employment of Special Tahsildars for disposal of loan applications. Whenever it is not possible to find contiguous areas it should be ensured that the areas grouped lie in compact tract by suitable grouping which is left to the Collectors.

(ii) If on account of grouping the jurisdiction of a Special Tahsildar becomes large, his fixed travelling allowance may suitably be enhanced or travelling allowance as per Madras Travelling Allowance Rules in lieu of fixed travelling allowance may be allowed as a special case.

(iii) When a Community Development or National Extension Service Block is grouped with a Community Project Area or Block the expenditure on the Special Tahsildar should be debited to the accounts of the Community Project Area or Block concerned, as it has got more funds. When grouping of a National Extension Service Block with a Community Development Block is done, the expenditure should be debited to the Community Development Block concerned. When Blocks of the same kind are grouped together, the expenditure on the Special Tahsildars should be apportioned between the Blocks equally.

(45)

G.O. Ms. No. 1123, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED THE 20TH MARCH 1956.

[Community Projects and National Extension Service Schemes—Loans sanctioned by the Block Development Officers—Countersigning of detailed bills of Personal Assistants to Collectors—Authorized.]

READ—the following papers :—

From the Collector of Malabar, dated 11th January 1956, Ref. No. D.S. 5. 46904/55.

From the Accountant-General, Madras, dated 15th February 1956, No. D.A.X. II/Genl./904.

G.O. Ms. No. 2610, Public (Rural Development Projects), dated 27th December 1954.

Order—No. 1123, *Public (Rural Development Projects), dated 20th March* 1956.

The Collector of Malabar reports that detailed bills for loans countersigned by his Personal Assistant (as for Collector) have been returned by the Accountant-General, Madras, on the ground that they have not been countersigned by the Collector with reference to instructions contained in paragraph 2 of the G.O. Ms. No. 2610, Public (Rural Development Projects), dated 27th December 1954. He also states that the entire loan work has been allotted to the Personal Assistant and that he is attending to the entire correspondence work relating to loans. Hence, he requests that this item of work, viz., countersigning of the detailed bills, may also be entrusted to him as the district is a heavy one.

2. Considering the difficulties mentioned by the Collector of Malabar, which may apply in equal measure to all Collectors the Government authorise the Personal Assistants to the Collectors of all districts to countersign the detailed bills of loans drawn by the Block Development Officers in their districts.

(46)

MEMORANDUM No. 51939, RDP-V/55-7, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 29TH MARCH 1956.

[Community Development—Rural Housing—Loans—Preparation of advices—Instructions issued.]

READ—The following papers :—

Reference—From the Collector of Tiruchirappalli, dated 22nd November 1955, Rc. No. R3. 38197/55.

From the Board of Revenue (Land Revenue), B.P. Rt. No. 794, dated 13th February 1956.

Memorandum—No. 51939-*RDP-V*/5567, *Public* (*Rural Development Projects*), *dated* 29*th March* 1956.

In his reference cited the Collector of Tiruchirappalli has requested that clear instructions regarding the preparation of advices in Form 20 of the Loans Manual in respect of the loans disbursed for rural housing may be issued as the rules communicated in the Appendix to G.O. Ms. No. 2405, Public (Rural Development Projects), dated 4th December 1954, are silent in the matter. The matter has been examined in consultation with the Board of Revenue (Land Revenue). The Board has recommended that the correct procedure is that the advices for the full amount of loan advanced should be prepared when the first instalment is advanced and interest should be charged on the full amount from that date of disbursement of the first instalment. The Government accept the Board's recommendation and direct that the advices for the full amount of the loan should be prepared when the first instalment is disbursed and that the interest should be charged for the full amount from the date of disbursement of the first instalment in respect of the loans sanctioned under the Rural Housing Scheme.

(47)

G.O. Ms. No. 1800, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 18TH MAY 1956.

[Community Projects and National Extension Service Schemes—Loans sanctioned by Block Development Officers—Countersignature of detailed bills by Treasury Deputy Collectors—Authorized.]

READ—the following paper :—

G.O. Ms. No. 1123, Public, dated 20th March 1956.

Order—No. 1800, *Public* (*Rural Development Projects*), *dated* 18*th May* 1956.

In the order read above, the Personal Assistants to the Collectors were authorized to countersign the detailed bills of loans drawn

by the Block Development Officers in their districts. Subsequently it was represented by the Collector of South Arcot that the Treasury Deputy Collector might also be authorized to countersign the bills so that the existing practice in that district might be continued.

The Government, after careful consideration, generally authorize the Collectors to delegate their countersigning powers, in respect of detailed bills of loans drawn by Block Development Officers, to their Treasury Deputy Collectors if it is found inconvenient for the Personal Assistants to the Collectors to attend to this item of work.

(48)

MEMORANDUM No. 3531-RDP.-V/55-11, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 25TH MAY 1956.

[Community Projects--South Kanara Project area—Rural Housing—Grant of loans—Certain points—Clarified.]

[*Reference*.—From the Project Executive Officer, Mangalore, dated 5th May 1955, Reference No. 2067/54-P and from the Board of Revenue (Land Revenue Reference B.P. Mis. No. 455/56, dated 6th April 1956.]

In his reference cited the Project Executive Officer, Mangalore, raised certain points for clarification in regard to the grant of loans under the Rural Housing Scheme. The points raised have been examined in consultation with the Board of Revenue (Land Revenue) and the following orders are issued :—

(i) *Observance of legal formalities while enquiring into loan applications.*—Orders have been issued in Memorandum No. 1428, Public (Rural Development Projects), dated 17th November 1955, wherein it has been laid down that rule IX should be followed while conducting local enquiry on applications for loans under Rural Housing Scheme.

(ii) *Loan orders and collateral security bonds.*—The question of prescribing a separate loan order form is under consideration. In the mean time the loan orders may be recorded in the agreement form prescribed in Memo. No. 456, RDP-V/55-5, Public Rural Development Projects, dated 7th March 1955 and for collateral security the forms of security and surety bonds prescribed in Memorandum No. 456-RDP.-V/55-9, Public (Rural Development Projects), dated 4th July 1955, should be used.

(iii) *Acceptance of Mulgeni lands as security.*—The security of mulgeni lands may be accepted subject to the following conditions :—

(*a*) that the conditions and clauses of the mulgeni deed do not debar such hypothecation by the mulgenidar;

(*b*) that there are no prior encumbrances on the mulgeni property;

(*c*) that there is no stipulation in the mulgeni deed against alienation of the mulgeni right; and

(*d*) that the mulgar joins in executing the security bond, except in cases where the mulgenidar's interest is alienable without the mulgar's consent, and the value of the mulgeni interest (exclusive of mulgar's interest) is adequate to cover the security for the loans.

(iv) *Encumbrance certificates.*—It is presumed that the reference is to encumbrance certificates. Encumbrance certificates need not be insisted invariably. Attention is in this connexion invited to the orders issued in G.O. Ms. No. 3542, Public (Rural Development Projects), dated 23rd November 1955, for loans within Rs. 500.

(v) *Grant of loans on the security of encumbered properties.*—The site and the house to be constructed should not be encumbered—vide clause 5 of the agreement. Encumbered lands may be accepted as additional security provided their value after deducting the encumbrance is sufficient to cover the loan and bears the necessary one-fourth margin.

(vi) *Maintenance of registers.*—All the registers prescribed in the Loans manual need not be maintained in the case of loans under Rural Housing Scheme. The registers in Forms Nos. 15 to 19, 34, 35 and 41 and the special register with the following columns may be maintained :—

(1) Serial number.
(2) Loan Order number.
(3) Name and address of the loanee.
(4) Amount sanctioned.
(5) Amount paid in—
First instalment; second instalment; third instalment.
(6) Remarks.

(vii) *Disbursement of loans in instalments.*—Disbursement in instalments is permitted according to rule 13 of the rules appended to G.O. Ms. No. 2405, Public (Rural Development Projects), dated 4th December 1954.

(viii) *Preparation and scrutiny of estimates.*—Orders have been issued in Government Memorandum No. 1428-V/55-5, Public (Rural Development Projects), dated 17th November 1955, that the value of the work done should be estimated by a technically-trained officer not below the rank of Minor Irrigation Overseer or an officer of equivalent status.

(ix) *Grant of loans for construction of cattle sheds.*—No loans should be granted for the construction of cattle sheds under the Rural Housing Scheme.

(49)

G.O. Ms. No. 2550, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 26TH JULY 1956.

[Establishment—Confidential files—Divisional sheets of Special Tahsildars in Community Development areas—Maintenance—Instructions issued.]

READ—the following papers :—

From the Collector of North Arcot, dated 11th February 1956, No. H-1. 3091/56.

From the Board of Revenue, B.P. Rt. No. 2817, dated 26th May 1956.

Order—No. 2550, *Public (Rural Development Projects), dated 26th July* 1956.

The Collector of North Arcot has enquired who should maintain the divisional sheets of the Special Tahsildars for loans working in Community Development areas. The Board of Revenue (Land Revenue) has stated that, as according to paragraph 7 of the G.O. Ms. No. 847, Public (Rural Development Projects), dated 3rd March 1956, the Revenue Divisional Officers have been made the co-ordinating authority in respect of the activities of the various development departments at the division level, there is no objection to the Revenue Divisional Officers maintaining the reporting files of the Special Tahsildars. The Government accept the views of the Board and direct that the Revenue Divisional Officers should maintain the reporting files of the Special Tahsildars for loans working in Community Development/National Extension Service areas within their division.

(50)

MEMORANDUM No. 62922-RDP.-V/55-7, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 31ST AUGUST 1956.

[Community Projects, Community Development and National Extension Service—Loans—Granting to panchayat boards—Procedure—Instructions issued.]

Instances have come to the notice of the Government where a Project Executive Officer has disbursed loans to some Panchayat Boards for construction of or for repairs to their market stalls without observing the procedure prescribed in the Local Authorities Loans Act. According to the rules, applications in the prescribed form should be obtained from the panchayats with their financial statements through the Inspector of Municipal Councils and Local Boards and published in the *Fort St. George Gazette*, inviting objections or suggestions, if any.

All the Project Executive Officers and Block Development Officers (Community Projects, Community Development and National Extension Service), are requested to follow invariably this procedure with regard to application for loans by the Panchayat Boards in their areas.

(51)

MEMORANDUM No. 15269-RDP-V./56-8, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 1st SEPTEMBER 1956.

[Community Development Programme—Irrigation—Supply of pumpsets under hire-purchase system—Demand for two sureties—Surety bond form—Communicated.]

[*Reference.*—Government Memorandum No. 477-RDP-II/55-1 Public (Rural Development Projects), dated 25th January 1955 and from the Director of Agriculture, Madras, dated 18th July 1956, L. Dis. No. 957/56.]

In the memorandum cited, instructions were issued that in regard to the grant of loans for the purchase of pumpsets under the hire-purchase system, two sureties should be taken in cases where the applicant is not in a position to produce adequate surety as per Land Improvement Loans Rules. The Government direct the form in the annexure, be adopted for surety bonds whenever sureties are insisted on.

ANNEXURE.

KNOW ALL MEN by those present that we (1) ,son of and residing at and (2) son of and residing at are jointly and severally bound unto the Governor of Madras in the sum of Rs. to be paid to the Governor or his assigns or his successors in office for which payment to be made, we do hereby firmly bind ourselves jointly and severally and each and every one of us binds himself, his heirs and legal representatives for the whole up to the said Governor, his successors in office and assigns by these presents:

Signed at this the day of 195 ;

WHEREAS the Government of Madras (hereinafter called the Government) have agreed to let on hire to herein after referred to as the Hirer and the Hirer has agreed to take on hire from the Government, Electrical Plant and Equipment|oil engine, pumping set *inter alia* on the condition that the Hirer should furnish two sureties for the due and faithful performance of the agreement appended herewith to be duly executed by the Hirer;

AND WHEREAS it has been agreed that the Hirer will be executing the appended agreement at Madras after the execution of these presents;

Now the condition of the above written obligation is such that if the Hirer shall duly observe and perform the provisions and stipulations of the agreement appended herewith which on the part of the Hirer ought to be observed and performed and shall in the manner described in clause 2 of the said agreement make payments amounting in the aggregate to Rs. and shall also

pay to the Government all other monies which shall become payable by the Hirer under the said agreement, then this bond shall be void and of no effect otherwise it shall remain in full force.

Severally signed, sealed and delivered by the above bounden in the presence of

Witnesses—
1.
2.

1.
(The above bounden.)
2.
(The above bounden.)

(52)

G.O. Ms. No. 3948, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 24TH NOVEMBER 1956.

[Advances—Loans sanctioned by the Block Development Officers, Project Executive Officers and Assistant Project Officers under the Takkavi Manual—Audit—Instructions issued.]

READ—the following papers :—

Circular Memorandum No. 58305-RDP.-Accts. B/55-3, Public (Rural Development Projects), dated 9th April 1956.

Reference from the Board of Revenue, No. J. 12173/56-1, dated 28th September 1956.

Order—No. 3948, *Public* (*Rural Development Projects*), *dated* 24*th November* 1956.

Under the existing orders, the Loans Audit Party of the Revenue Department is checking the accounts, etc., in respect of the loans sanctioned under the Takkavi Manual in the Collector's office and the Taluk offices. In respect of the loans sanctioned by the Block Development Officers, Project Executive Officers, Assistant Project Officers, etc., under the Takkavi Manual, the loan transactions are audited by the Internal Audit Parties of the Public (Rural Development Projects) Department. The audit of the Internal Audit Party is however restricted to the stage of transfer of the loan records to the Taluk Office, for watching recovery.

2. The Board of Revenue has suggested that as the ultimate responsibility for the recovery of the loans devolves on the Revenue Department, it is necessary that the loan records maintained in the offices of the Block Development Officers, Project Executive Officers and Assistant Project Officers also should be checked by the Loans Audit Party of the Revenue Department.

3. The Government have examined the suggestion of the Board of Revenue and they direct that the loan records of the offices of the Block Development Officers, Project Executive Officers and Assistant Project Officers should hereafter be audited by the Loans Audit Party of the Revenue Department, and that the Internal Audit Parties of the Public (Rural Development Projects) Department need not attend to this item of work.

(53)

G.O. Ms. No. 4240, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 20TH DECEMBER 1956.

[Community Development—Grant of loans for purchase of milch cattle—Instructions issued.]

READ—the following papers :—

From the Project Executive Officer, South Kanara, dated 23rd June 1956, Reference No. 1389/54-F.

From the Board of Revenue (Land Revenue) B.P. Rt. No. 1775/56, dated 28th March 1956.

From the Director of Animal Husbandry, Madras, dated 17th August 1956, Reference Roc. No. 9401-D-2/56.

From the Board of Revenue (Land Revenue) B.P. Rt. No. 4949/56, dated 5th October 1956.

Order—No. 4240, *Public* (*Rural Development Projects*), *dated* 20*th December* 1956.

The Project Executive Officer, South Kanara, had suggested in his letter cited that loans up to a maximum of Rs. 200 in each case may be granted for purchase of milch cattle and plough bulls on the personal security of the borrowers who have no immovable properties to be hypothecated towards the loans.

The Board has pointed out that a pair of bulls cannot be purchased with the proposed loan amount of Rs. 200 and that the rules regarding security required, cannot be relaxed. The Government agree with the Board.

2. The Board has stated that grant of loans for milch cows is outside the provisions of Takkavi Manual and that the borrowers may find it difficult to maintain the milch animals during their dry periods. The Board is therefore of the view that grant of loans for individuals for purchase of milch cows is not desirable and has suggested that for supply of milk to villages, the aim should be to form diaries. The Director of Animal Husbandry who was asked to formulate a scheme for the purpose, has stated in consultation with the Registrar of Co-operative Societies, that it is not possible to advance loans to individual ryots, as difficulties may be encountered in the recovery of loans and that co-operative societies may be formed so that the loans can be advanced to its members for purchase of milch cattle. He has therefore, recommended that all the Block Development Officers may be instructed to advise the ryots to organize co-operative societies for the purpose. The Board of Revenue (Land Revenue) has agreed with the recommendation of the Director of Animal Husbandry and has stated that co-operative societies with not less than 10 members in a village or a group of contiguous villages may be formed. The Government accept the views of the Board of Revenue and direct

that this be tried in Community Development/National Extension Service areas. Block Development Officers are requested to organize co-operative societies wherever ryots come forward with requests for loans. An intensive drive should be made to organize such societies with a view to improve the milk supply in rural areas.

(54)

MEMORANDUM No. 148291-RDP.-V/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 21ST DECEMBER 1956.

[Community Development Programme—Loans and advances—Allotment and expenditure procedure—Instructions issued.]

Several cases have come to the notice of the Government where the provision available in the block budget had been exceeded, with the result that the excess expenditure had to be regularized and debited to State funds. Collectors and Block Development Officers are requested to bear in mind that the ceilings indicated in the schematic budget for 'Loans' indicate the maximum allotment for the entire block period for the purposes specified therein and these ceilings should on no account be exceeded without the specific orders of Government. Diversions from one head to another in the schematic budget, with adequate reasons, are permissible. The overall ceilings under each head are approved by Government, while approving the overall programme of the block and any diversion from one head to another should have the prior approval of the Government. If and when additional provision for any scheme by way of 'Loans' over and above the provision available in the approved block programme is required, the Block Development Officer concerned, who should be in a position to anticipate and assess such demands, should address the Government through the Collector concerned for the additional allotments required, indicating whether the funds can be found within the block budget by suitable adjustments.

2. The Planning Commission has stated that the provision set apart for "Agriculture" and "Irrigation" should on no account be diverted for other purposes. The Government accordingly direct that the provisions in the schematic budget for "Agriculture" and "Irrigation" should be utilized for agricultural purposes only and should *not* be diverted for any other purposes. The Block Development Officers and Collectors should see that the amounts provided under these heads are utilized only for the purposes specified. Their attention is, in this connexion, invited to orders in G.O. Ms. No. 3859, Public, dated 15th November 1956, wherein a 25 per cent subsidy for private irrigation works has been allowed, and also to Memorandum No. 117898-RDP.-V/56-2, Public (Rural Development Projects), dated 19th December 1956, in which instructions regarding agricultural programme in the blocks and fixation of targets have been issued.

3. In the schematic budget communicated in G.O. Ms. No 3282, Public (Rural Development Projects), dated 4th October 1956, which applied to blocks inaugurated on or after 1st April 1956, there is a provision of Rs. 1,00,000 per Community Development block and Rs. 60,000 per National Extension Service block for housing. The Government direct that the above allotment be apportioned equally between Rural and Staff Housing, as shown below :—

	Rural Housing.	*Staff Housing.*
(1)	(2)	(3)
	RS.	RS.
Community Development Block	50,000	50,000
National Extension Service Block	30,000	30,000

The above allotments should on no account be exceeded. The loans for rural housing will be covered by the rules issued in G.O. Ms. No. 2405, Public (Rural Development Projects), dated 4th December 1954, and the subsequent instructions. The construction of quarters for staff will be governed by the rules laid down in G.O. Ms. No. 2199, Public (Rural Development Projects), dated 14th July 1955. The Collectors and Block Development Officers are requested to bear in mind that in no case will additional funds be provided for these purposes since the remaining provision under the loan in the schematic budget is for agricultural purposes and cannot be diverted for any other purposes.

4. The instructions in paragraphs 2 and 3 will apply to blocks inaugurated prior to 1st April 1956 also and the requests for diversion of funds from agriculture and irrigation *will not be considered.*

5. The Block Development Officers should take into account the schematic provisions in the approved programme of the block while preparing the budget for each financial year and see that the amount asked for are within the schematic ceilings in the approved programme fixed for the block period.

6. The Government desire to point out in this connection that the overall programme drawn up and approved for every block indicate merely a schedule of works and schemes and do not constitute an order of sanction. All the items included in the approved programme can be implemented and expenditure incurred only on the basis of specific orders of authorities authorized to sanction the expenditure in accordance with the orders issued from time to time. Collectors and Block Development Officers are requested to see that the correct procedure is followed in all matters especially where financial commitments are involved.

(55)

G.O. Ms. No. 241, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 25TH JANUARY 1957.

[Community Development Programme—Loans and advances—Transfer of records to Tahsildars after completion of works—Orders issued.]

READ—the following papers :—

G.O. Ms. No. 2193, Public (Rural Development Projects), dated 13th July 1955.

From the Board of Revenue (Land Revenue), B.P. Rt. No. 1795/56, dated 29th March 1956.

From the Board of Revenue (Land Revenue), L. Dis. No. J. 9317/56, dated 3rd September 1956.

Order—No. 241, *Public* (*Rural Development Projects*), *dated 25th January* 1957.

In the Government Order first cited, instructions have been issued that the loan records should be transferred to the Tahsildars but it has not been specified when they should be transferred. It has been suggested that records relating to loans including loans for pumpsets should be retained with the Project Executive Officers/Block Development Officers since several conditions have to be enforced and frequent inspections made. The responsibility of watching the proper utilization of the loans also rests with the Project Executive Officers/Block Development Officers. The Block staff are also required to inspect the works frequently to see that the work is completed properly in time. The work of the Revenue Department is thus confined to collection of loan instalments after the work for which the loan was granted, is completed. The Board of Revenue (Land Revenue), which was consulted in the matter, has stated that the convenient arrangement is to transfer the loan records to Tahsildars concerned with the completion of the works recorded in them and that, in the case of incomplete works in which summary recovery is ordered, the records have to be sent to the Tahsildar concerned for recovery with a copy of the order for summary recovery. The Government accept the recommendation of the Board of Revenue (Land Revenue) and direct that the procedure suggested by it should be followed henceforth, in respect of all loans, except loans for Rural Arts and Crafts.

(56)

MEMORANDUM No. 36774-RDP.-V/57-6, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH JUNE 1957.

[Community Development Programme—Tanjore district—Rural Housing Loans to house-sites on natham jari—Instructions issued.]

[*Reference.*—(1) From the Collector of Tanjore, dated 6th April 1957, Reference No. Rc. 8782/57-K. 7 (2); and Reference from the Board of Revenue (Land Revenue), B.P. Rt. No. 2742/57, dated 28th May 1957.]

In Memorandum No. 4330, RDP.-V/55-5, Public (Rural Development Projects), dated 17th November 1955, and Memorandum No. 130217-RDP.-V/56-5, Public (Rural Development Projects), dated 3rd January 1957, it has been laid down that, in all cases of applications for loans under the rural housing scheme, the land offered as security, should be subdivided and registered separately, so that if there is necessity to sell the lands to realize the loan amount, there may be no difficulty.

The Collector of Tanjore, in his reference cited, requested reconsideration of the above orders in view of the following reasons :—

In Tanjore district, all the house-sites are in natham for which a separate Adangal called "Natham Adangal" is maintained from fasli 1337. These house-sites are not subdivided but are treated as separate holdings for all purposes and that the owners have got alienable rights over these sites. The sale or mortgage of these lands is registered in the office of the Sub-Registrars. The only difference between a house-site in natham and that in a dry or wet field, is that, in the former case, it is not demarcated. In all other respects, these house-sites are as distinct as registered holdings worthy of being accepted as security without being subdivided.

The Board of Revenue (Land Revenue), which was consulted in the matter, has recommended in its reference cited that, in the circumstances reported by the Collector of Tanjore, loans may be sanctioned on the security of the site with the house to be built and on adequate colateral security in cases where the house-site cannot be localized and subdivided in Revenue accounts.

The Government consider that, for taking appropriate steps to recover the arrears, if need be, it is essental that the property of the loanee, viz., the house-site which is offered as security should be localized and separately subdivided, and if that cannot be done, adequate collateral security should be forthcoming. The Government, therefore, accept the Board's recommendation and direct that loans may be sanctioned on the security of the site, with the house to be built, and on adequate collateral security, in cases where the house-site cannot be localized and subdivided in Revenue accounts.

(57)

MEMORANDUM No. 86135-RDP.-V/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 11TH OCTOBER 1957.

[Community Development/National Extension Service—Development of dairy farming—Grant of loans for purchase of cattle of good milking breed—Instructions issued.]

[*Reference.*—G.O. Ms. No. 2484, Industries, Labour and Co-operation, dated 26th July 1957.]

In the Government Order cited, a sum of Rs. 8 lakhs has been sanctioned for grant of interest-bearing loans to the members of the milk supply societies and unions and land reclamations societies for the purchase of milch cattle during 1957–58. The ryots in block areas are also eligible for the loans, provided they form themselves into co-operative society as laid down in G.O. Ms. No. 4240, Public (Rural Development Projects), dated 20th December 1956.

2. The Block Development Officers are, therefore, requested to do intensive propaganda to utilize the amount sanctioned in the Government Order cited by organising co-operative societies, wherever ryots come forward with a request for loans for purchase of good milking breed in the block areas with a view to intensify "Dairy Farming".

MEMORANDUM No. 67855-RDP.-ACCTS.-C/55-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 2ND JANUARY 1956.

[National Extension Service—Integrated accounting—Authorizing the opening of minor head " Agriculture and Animal Husbandry Extension " under " (ii) National Extension Service and 63. Community Development Projects, National Extension Service and Local Development Works ".]

[*Reference.*—(1) G.O. Ms. No. 646, Finance, dated 6th April 1955, (2) Memorandum No. 57073, R.D.P.-Accts.-C/55-7, Public (Rural Development Projects), dated 12th September 1955 and (3) from the Accountant-General, Madras, dated the 9th December 1955, No. D.A. VIII, C.P. Genl.321.]

A copy of the reference third cited, from the Accountant-General, Madras, to the Treasury Officers is forwarded for the information of Block Development Officers (National Extension Service). The new minor head " Agriculture and Animal Husbandry Extension " should be opened after the minor head " District Establishment " since styled as " Project or Block headquarters ".

2. The Government also direct that the following detailed heads should be opened under the new minor head :—

(1) Works, and

(2) Other charges.

3. The Block Development Officers, National Extension Service, are informed that, in future, expenditure incurred in construction of buildings, viz., Veterinary dispensaries and other civil works connected with the " Agriculture and Animal Husbandry Extension " should be debited under the new detailed head " Works " authorized above and counted against the provision under the schematic head " Local Works ". Similarly, grants paid to veterinary dispensaries for medicines, breeding bulls, poultry breeding, sheep and goat breeding, etc., under Animal Husbandry schemes and running of demonstration farms, grants for Vanamahotsava, supply of fruit seedlings, etc., under agriculture extension, should be debited to the new detailed head " Other charges " and counted against the provision under the schematic head " Grants-in-aid ".

4. These instructions (contained in paragraph 3 above) should be closely observed in drawing up the monthly blockwise pro forma of expenditure.

5. Necessary funds required for the detailed heads authorized above may be appropriated from the existing provision under the detailed heads "Social Education—Miscellaneous" and "Grants-in-aid" and the correct requirement of funds indicated while submitting the final modified appropriation statement.

ENCLOSURE.

Letter from the Accountant-General, 82-C, Mount Road, Madras-18, to all Treasury Officers of the Madras State, dated 9th December 1955, No. D.A. VIII-C.P.-Gl. 321.

[Integrated Scheme of accounting arrangements in respect of Community Development Projects, National Extension Service and Local Development Works—Opening of certain minor heads—Authorized.]

I am to authorize you to open the following minor heads of account which have been sanctioned by the Comptroller and Auditor-General of India:—

Major Head—63. B.C.D.P., N.E.S., and L.D.W.

Minor Head—Sub-minor head under which the minor head may be opened—

	(1)	(2)
1	Agriculture and Animal Husbandry Extension.	National Extension Service.
2	Other Miscellaneous Schemes.	Local Development Works.

The minor head 'Other Miscellaneous Schemes' is intended to accommodate expenditure incurred on schemes of a miscellaneous nature which do not fall within the scope of the minor heads opened under 'Local Development Works'. This minor head should not, however, be utilized as an omnibus minor head so as to record expenditure on each and every scheme not served by other existing minor heads.

The Minor head 'District Establishment' sanctioned under each of the sub-minor heads 'Community Development Projects', National Extension Service and Local Development Works' should be redesignated as 'Project| Block Headquarters'.

(50)

G.O. Ms. No. 21, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 3RD JANUARY 1956.

[Accounts—Classification of expenditure on Village Road Development Co-operative Scheme—Accounting procedure—Orders issued.]

READ—the following papers :—

G.O. Ms. No. 646, Finance, dated 6th April 1955.

G.O. No. 1382, Finance, dated 3rd August 1955.

Letter from the Accountant-General, dated 21st July 1955, No. D.A. IX-N.E.S. IV/320.

Order—No. 21, Public (Rural Development Projects), dated 3rd January 1956.

In G.O. No. 1382, Finance, dated 3rd August 1955, it has been ordered that the expenditure on the Village Road Development Co-operative Scheme which is partly met from the Central Road Fund (Ordinary) Reserve should be shown under a new sub-head

of appropriation " Village Road Development Co-operative Scheme " to be opened under " 25. General Administration—YY. Development Schemes—I. Schemes included in the Five-Year Plan " with effect from the accounts for 1955–56.

2. The Accountant-General, Madras, considers that the procedure of taking the transfers from the deposit account as deduction of charges prescribed in G.O. Ms. No. 117, Finance, dated 19th January 1955, will have to be followed in regard to the adjustments of grants relating to Village Road Development Co-operative Schemes also.

3. The procedure for adjustment, with effect from 1955–56, will be as follows :—

The grant from the Central Road Fund should be first credited in the deposit sub-head of the accounts under " S. II—Deposits and Advances (Deposits not bearing interest)—C. Other Deposit Accounts—Other accounts—a. Subventions from Central Road Fund " and transferred to the service head " 25. General Administration—YY. Development Schemes—I. Scheme included in the Five-Year Plan—Village Road Development Co-operative Scheme " as deductions of charges up to the amount of the actual cash expenditure at periodical intervals. The cash contributions from the public including local bodies should be credited directly to the receipt head " XLVI. Miscellaneous ".

4. The Government direct that the following detailed heads be opened in the accounts for the purpose :—

Major head.	*Minor head.*	*Sub-head.*
(1)	(2)	(3)
S. II. Deposits and Advances (Deposit not bearing interest).	(c) Other Deposit Accounts-Other Accounts.	a. Subventions from Central Road Fund.
25. General Administration.	YY. Development Schemes.	I. Schemes included in the Five-Year Plan. —Village Road Development Co-operative Scheme.
XLVI. Miscellaneous.	Miscellaneous ..	....

The Accountant-General, Madras, is requested to issue instructions to all treasury officers for the opening of the above heads of account, under intimation to the Government.

5. The adjustment of the Government of India grant referred to in paragraph 3 above will be made by the Government in consultation with the Accountant-General, Madras, with effect from

1955–56. The adjustment for the first three quarters will be made on the basis of reconciled figures, and the adjustment for the last quarter will be made on the basis of departmental figures. To facilitate this, all Collectors except the Collector of Madras are requested to furnish to the Government with an expenditure statement for the first three quarters ending 30th June, 30th September and 31st December in the form prescribed in the annexure, so as to reach the Government on the 5th of August, November and February of every year after reconciling the departmental figures with the treasury figures; and for the last quarter ending 31st March, before the 5th April. It is enough if correct departmental figures are compiled for the last quarter without the necessity for waiting till the reconciliation of figures is over.

6. The Collectors are requested to compile and furnish the two statements one for each quarter ending 30th June 1955 and 30th September 1955 in the prescribed form to reach the Government not later than 20th January 1956.

ANNEXURE.

QUARTERLY STATEMENT OF PROGRESS OF EXPENDITURE ON THE VILLAGE ROAD DEVELOPMENT CO-OPERATIVE SCHEME IN THE MADRAS STATE APPROVED BY THE GOVERNMENT OF INDIA, FOR PARTICIPATION IN THE ROAD DEVELOPMENT ACCOUNT GRANT FROM THE ORDINARY RESERVE.

Reference to Government of India orders approving the work.	Name of work.	Amount of Estimate.				Expenditure to the end of previous year.	Expenditure during the year.			Remarks.
		(a) Share of the Government of India (Central Road Fund) (Ordinary Reserve).	(b) Share of the State Government.	(c) Public contribution by cash, kind and labour.	(d) Total Estimate.		During the Quarter.	To end of Quarter.	Total to date.	
(1)	(2)	(3)				(4)	(5)	(6)	(7)	(8)

NOTE.—The expenditure columns 4, 5, 6 and 7 should show the up-to-date gross expenditure inclusive of the value of public contribution in kind and labour deducted from bills.

(51)

G.O. Ms. No. 41, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH JANUARY 1956.

[Community Development Programme—Integrated scheme of accounting—Reconciliation of departmental and Treasury figures under "63-B. Community Development Projects" National Extension Service and Local Development Works Maintenance of blockwise figures by the Treasury under sub-major head "Community Development Projects", "B. National Extension Service"—Instructions issued.]

READ—the following paper :—

From the Accountant-General, Madras, dated 30th November 1955, D.A. IX. N.E.S. IV/437.

Order—No. 41, Public (Rural Development Projects), dated 4th January 1956.

A copy of the reference cited from the Accountant-General, Madras, to the Treasury Officers is enclosed. The implication of the orders issued by the Accountant-General to the Treasury Officers is that the Treasury Officers shall maintain blockwise analysis of the expenditure for each National Extension Service or Community Development block/Project functioning in the district and render the same to the Accountant-General, Madras, in the Treasury accounts as agreed with the total disbursement during each month under each detailed head of account. This has been suggested mainly to minimise the differences between Treasury and departmental figures and for the correct maintenance of blockwise figures of expenditure at the State level and at the Accountant-General's Office.

2. (*a*) The Government observe that, in spite of repeated instructions, the present procedure adopted by Collectors, Project Executive Officers, Block Development Officers in reconciliation of departmental figures and Treasury figures is not satisfactory. The departmental figures under expenditure, loans and receipts *should be compared with the Treasury figures even before the despatch of Treasury accounts* to the Accountant-General, Madras. In cases Treasury accounts to the Accountant-General, Madras. In cases where variations between departmental and Treasury figures occur, arrangements should be made in consultation with the staff of the Treasury, to have them corrected on the spot.

(*b*) The Collectors should, in consultation, with the Treasury Officer fix a day for reconciliation work before 4th of each month and instruct the accountant of the office of the Block Development Officers/Project Executive Officers to assemble at the treasury on that day with their accounts and finish the work of reconciliation completely. The reconciled figures should be furnished by the Block Development Officers (National Extension Service) to the Collectors for consolidation and submission to the Government in the prescribed forms.

(*c*) In the case of Community Development blocks/projects, the Block Development Officers/Project Executive Officers should send the reconciled figures to Government direct according to the existing procedure.

3. The Government further observe that in spite of repeated emphasis on the need to maintain correct initial departmental accounts, cases of supplying omissions or errors in the departmental accounts occur, after a reference to the Treasury or Accountant-General's figures. This defeats the purpose of reconciliation. Reconciliation of accounts is mainly intended to correct misclassification and wrong entries in the treasury figures and if the departmental figures are kept correctly, the process of reconciliation by which the departmental accounts are made to agree with the Government accounts in the treasury and Accountant-General's Office will be simple. If the procedure set out above is closely observed, that there be no occasion for proposing discrepancy statements to the Accountant-General, Madras. It will also considerably reduce unnecessary correspondence with the Collectors, Block Development Officers and Project Executive Officers on one side and the Accountant-General and the Treasury Officer on the other side.

4. The Collectors are requested to issue suitable instructions to the staff to observe the instructions and the due dates for the submissions of the returns to Government strictly. They may be warned that serious notice will be taken of irregularities committed in future in the statement of accounts of receipts, expenditure, and loan, due to the non-observance of the above instructions.

ENCLOSURE.

Letter from the Accountant-General, Madras, to all the Treasury Officers, dated the 30th November 1955, No. D.A. IX. NES. IV. 437.

[National Extension Service—Accounting procedure—Maintenance of blockwise accounts—Monthly reconciliation of departmental figures with Treasury figures—Instructions.]—

I have to state that the expenditure under the several detailed heads of account prescribed for the National Extension Service Scheme in Sub-Account No. 26-D is not now compiled blockwise with the result that the reconciliation and correction of misclassifications monthly at the Treasury level is not smooth and effective. It has, therefore, been decided that with effect from the accounts for November 1955 onwards, the expenditure relating to the several detailed heads under the sub-major heads "A. Community Development Projects" and "B. National Extension Service" under the major head "63. B. Community Development Projects, National Extension Service and Local Development Works" in S.A. No. 26-D should be exhibited blockwise in the fly-leaf attached to the Treasury account. The total amount under each detailed head for each block should be abstracted in the fly-leaf and the total for the detailed head carried over to the Treasury account. This will facilitate reconciliation by the Block Development Officer|Project Executive Officers concerned in the district before the 4th of the succeeding month. Misclassifications, if any, pointed out by the Block Development Officers|Project Executive Officers in time, as a result of the reconciliation, should be promptly rectified in the Treasury accounts before final compilation and despatch to this office.

(52)

MEMORANDUM No. 50971-RDP.-ACCTS. E-55/1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 19TH JANUARY 1956.

[Community Development Programmes—Agency for execution of works—Entrustment to panchayats—Payment of advance grants to panchayats—Accounting—Instructions issued.]

[*Reference.*—(1) G.O. Ms. No. 3025, Public, dated 28th September 1955, (2) From the Collector of South Kanara, dated 20th November 1955, Ref. No. M. 1-29843/55.]

In the Government Order cited, payment of advance grant not exceeding 50 per cent of the grant admissible for the work, has been permitted to the panchayats, whenever required by a panchayat which has undertaken the execution of a work under the Community Development Programmes, subject to the conditions prescribed in the Government Order. The Collector of South Kanara has requested issue of further instructions regarding the procedure to be followed while making such advance payments, the registers and accounts to be maintained and the accounting procedure for the advances.

2. The matter has been examined by the Government and the following instructions are issued :—

(*a*) The advance grants are to be treated as part-payments and debited to the head of account to which the expenditure on the work concerned, is debitable.

(*b*) The balance of Government grant payable for the work should be paid after the work is completed.

(*c*) The advance grant paid should be entered in the measurement book for reference and adjustment when further payments become due.

(*d*) No separate registers or accounts are necessary.

[Memo. No. 50971, Public (R. DP.-Account-E)/55-1, Public (Rural Development Project), dated 19th January 1956.]

(53)

G.O. R. No. 189, PUBLIC (RURAL DEVELOPMENT PROJECT), DATED 27TH JANUARY 1956.

[Community Development Programme—Sanctions accorded by the Collectors, Project Executive Officers and Block Development Officers—Irregular sanctions and defects—Instructions.]

READ—the following papers :—

Memorandum No. 2883, Rural Development Project III/54-1, dated the 29th November 1954.

G.O. Ms. No. 1325, Public (Rural Development Projects), dated the 21st April 1955.

G.O. Ms. No. 2097, Public (Rural Development Projects), dated 6th July 1955.

G.O. Ms. No. 2968, Public (Rural Development Projects), dated the 24th September 1955.

Order—No. 189, Public (Rural Development Projects), dated 27th January 1956.

With reference to the direction issued in the memorandum cited, copies of sanctions accorded by the Collectors, Block Development Officers and Project Executive Officers in exercise of the powers delegated to them are being endorsed to the Government for review.

2. The Government have laid down the schemes and works that can be taken up under the schematic head "Social Education" and " Grants-in-aid " in the Government Order second and third read above. The scale of villagers' contribution for the various types of works and schemes under the Community Development Programme has also been fixed and communicated in the Government Order fourth cited. The general principle regarding the procedure for sanctions of works, schemes, etc., have also been laid down in the Budget Manual of the Community Projects Administration.

3. The Government observe that in a very large number of cases, schemes, grants, works, etc., are being sanctioned by the Collectors, etc., which are not contemplated under the Community Development Programme. In other cases, sanctions are being accorded with Government grant exceeding the maximum ceiling fixed by the Government and thereby reducing the beneficiaries' contribution. Schemes and works not included in the overall programme have also been sanctioned in some cases.

4. The Collectors, the Project Executive Officers and the Block Development Officers are informed that only schemes contemplated under the Community Development Programme and those works which have been included in the approved overall programme can be sanctioned by them. The Government grant should not exceed the ceiling fixed by Government for various types of works or schemes. The sanctioning officers are requested to closely observe the ceilings fixed for Government grant for each work or scheme. They are also cautioned that any sanctions accorded contrary to the *orders of Government will not be ratified and that the sanctioning officer will be held personally responsible for any deviations of the orders* of the Government.

(54)

MEMORANDUM No. 60655-RDP-ACCTS.-C/55-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 30TH JANUARY 1956.

[Community Development Programme and Local Development Works—Sanction orders—' Works '—to be numbered serially —Suggestion of the Accountant-General—Approved.]

[*Reference.*—From the Accountant-General, Madras, dated 12th December 1955, No. DA. IX-II/599.]

A copy of the reference from the Accountant-General, Madras, is communicated to the Collectors (except Madras), Project Executive Officers, Block Development Officers (National Extension Service and Community Projects) for necessary action.

2. Sanction orders authorising works should in future be serially numbered commencing from the next financial year, i.e., from 1st April 1956. The term " Works " has been defined in G.O. Ms. No. 1887, Public (Rural Development Projects), dated the 13th June 1955, and it is in respect of such " Works " that the procedure suggested by the Accountant-General is applicable.

3. According to the existing procedure estimates received after technical approval are entered in the register of sanctioned estimates in the order in which they are received. The serial number of the work in the register of sanctioned estimate should be the " Work order number " which should be indicated in the sanction order and in the bills drawn for payment. The works sanctioned by the Block Development Officer or Project Executive Officer will commence with "BL No." while works sanctioned by Collectors will commence with "CL No." The Collectors need not give individual "CL No. work order " for each block commencing from the first series of numbers but it will be enough if for a district a combined "CL No." is given in the order in which sanctions are accorded for all blocks in operation in the district. The " Work order " numbers should also indicate the year of sanction as follows : " CL No. /56 ". etc. Similar procedure should be followed in the case of Local Development Works Programme.

4. At the commencement of each financial year new numbers should be started serially.

5. The Collectors, Project Executive Officers, Block Development Officers (Community Projects and National Extension Service) are requested to strictly adhere to the instructions from 1st April 1956 and to see that in respect of all " Works " sanctioned the code number is adopted in the sanction order and in all bills presented to the treasury for payment. This will minimise audit objections and also facilitate the work of audit.

ENCLOSURE.

Letter from the Accountant-General, Madras, to the Secretary to the Government, Public (Rural Development Projects) (IX) Department, dated 12th December 1955, No. DA. IX-II|599.

[Local Development Works and National Extension Service and Community Development Projects—Sanction orders accorded by Collectors and Project Executive Officers and Block Development Officers—Revised arrangement—Suggested.]

The present procedure as adopted by the Collectors, Project Executive Officers, Block Development Officers in the matter of furnishing sanction orders to Audit under Local Development Works. National Extension Service and Community Development Projects Scheme, is that despatch numbers and dates are quoted on them instead of indicating the estimate numbers or work order numbers serially with reference to year of programme—vide Government Memorandum No. 5-RDP-IX|54-2, Public (Rural Development Projects), dated 26th September 1954, and Government Memorandum No. 5-RDP-IX|54-3, Public (Rural Development Projects), dated 21st October 1954. As the number of sanctions to work received in Audit is on the increase, it has become difficult to trace the works, despatch numbers, etc., during the course of audit of these vouchers. Further the names of the localities or villages are not quite familiar. In order to obviate these difficulties the following arrangement is suggested:—

A work order number may be given for the first work sanctioned from the beginning of the financial year (1st April) and may be continued serially for subsequent works sanctioned (irrespective of the nature of the works). These works order numbers may be noted on the sanction orders besides the sanction numbers and names of villages, etc. Two series of numbers may be assigned, one for the sanctions accorded by Collectors and the other for those of the Project Executive Officers, Block Development Officers, on the analogy of the procedure adopted in the Public Works Department, by assigning "D.R." and "C.R." numbers. Reference to work order number, estimate number and year of programme may be given in every bill, whether part or final, drawn from the treasuries. This will facilitate audit of the vouchers in this office. If Government agree, suitable instructions may kindly be issued to all the officers concerned under intimation to this office.

(55)

G.O. Ms. No. 358, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 31ST JANUARY 1956.

[National Extension Service—Schematic budget of National Extension Service blocks—Revised to accord with the Community Development blocks—Instructions of the Community Projects Administration—Communicated.]

READ—the following paper :—

From the Community Projects Administration, dated the 2nd January 1956, No. 10/Bd./55.

Order—No. 358, *Public (Rural Development Projects), dated* **31st** *January* 1956.

A copy of the references read above is communicated to the Collectors and Block Development Officer (National Extension Service) for information. The Community Projects Administration have instructed that in order to secure uniformity and simplification in accounts, the schematic heads of National Extension Service blocks should correspond to the programme heads given in the schematic budget for a Community Development block. The magnitude of the expenditure will however continue to be the same, i.e., Rs. 4·5 lakhs for the plan period for each National Extension Service block, excluding Short-term Loans, consisting of Rs. 3·5 lakhs under "Non-Loans" and Rs. 1 lakh under "Loans".

2. The following further instructions are issued :—

(a) *Project/Block Headquarters.*—The attention of the Collectors and Block Development Officers is invited to Memorandum No. 67855-RDP-Accts-C/55-2, Public (Rural Development Projects), dated the 2nd January 1956, in which instructions were issued to re-designate the " Minor head " District Establishment, authorised in the Government Order second cited as " Block Headquarters ". The ceiling of expenditure under the schematic head will be Rs. 1·5 lakhs corresponding to Rs. 1 lakh under " Personnel " and " Transport ". The recurring provision of Rs. 1 lakh and the non-recurring provision of Rs. 50,000 will cover the items specified under item " I. Personnel " and " II. Transport " referred to in paragraph 3 of Community Projects Administration's letter No. 354-55-Bud., dated the 30th December 1954, communicated in Memorandum No. 96-RDP-IX/55-1, Public (Rural Development Projects), dated the 16th January 1955.

(b) *Animal Husbandry and Agriculture Extension.*—Though no provision has been made in the model budget communicated by the Community Projects Administration the amount required for the schemes proposed may be diverted from other heals. The general principle regarding the types and classification of expenditure has been laid down in Memorandum No. 67855-RDP-Accts-C/55-2, Public (Rural Development Projects), dated the 2nd January 1956.

(c) *Irrigation and Reclamation.*—This head will accommodate only " Loans " expenditure incurred and debited to the financial head, " Loans and advances by State Government Loans to Port Funds, etc.—g. Loans under the Community Development Scheme (Schemes included in the Five-Year Plan)—Loan under National Extension Service ".

(d) *Health and Rural Sanitation.*—The model budget provides for a recurring expenditure of Rs. ·15 lakh and non-recurring expenditure Rs. ·50 lakh. The non-recurring portion should be spent only on " Works " like construction of latrines, drainages, maternity centres, baths, etc. The recurring grant may be utilised for grants for medicines to hospitals, veterinary dispensaries, supply of first-aid equipments, etc. Saving, if any, may be diverted to other heads.

(e) *Education.*—

	RS. LAKH
Recurring provision	·10
Non-recurring provision	·50

The non-recurring provision is intended for giving grants to schools for buildings in accordance with rules already laid down by the Government. The non-recurring provision also includes grants to buildings for community halls, madhar and balar sangams, etc. The actual requirements for these works may be diverted to the schematic head " Social Education ". The expenditure on ' Adult Education ' will be met by the State from its own

funds (vide G.O. Ms. No. 1250, Education, dated the 31st August 1954). The recurring provision may be diverted to other schematic heads, if not required under this schematic head.

(*f*) *Social Education—Recurring—Rs.* 25,000.—The comprehensive orders issued in G.O. Ms. No. 1325, Public (Rural Development Projects), dated the 21st April 1955, covers the various schemes for which expenditure can be incurred from this provision.

Non-recurring.—There is no provision for non-recurring expenditure in the model budget of the Community Projects Administration but the amount required for construction of buildings for community halls, madhar sangams, etc., may be diverted from the schematic heads " Education " and other schematic heads.

(*g*) *Communication—Non-recurring—Rs.* 50,000.—The entire expenditure should be incurred on roads, culverts, pavements for streets, etc. No recurring expenditure should be debited under this head.

(*h*) *Rural Arts, Crafts and Industries.*—There is no provision in the model budget of the Community Projects Administration under " Non-recurring " and " Recurring " expenditure. Recurring expenditure sanctioned for providing instruction in village industries, like spinning, oil pressing, pottery, supplying taklies, kisan and box charkas, etc., may be debited to this head by diversion of saving from other schematic heads. There will be no non-recurring expenditure under this head.

(*i*) *Loans.*—In G.O. Ms. No. 3641, Public (Rural Development Projects), dated the 30th November 1955, it has been ordered that out of Rs. 1,00,000 allotted for each National Extension Service block for " Irrigation and Reclamation ", Rs. 25,000 will be reserved for " Loans and Cottage Industries ". The amount of loan will continue to be accounted for under the financial sub-head referred to in paragraph (*c*) above but will be exhibited in the *pro forma* of expenditure.

(*j*) *Housing.*—Loans granted under " Rural Housing if any, under orders of Government, will be exhibited *pro forma* under this head.

(*k*) *Grants-in-aid.*—The present schematic head " Grants-in-aid " has been dropped out in the revised schematic heads but the schemes, etc., that may be authorised with reference to G.O. Ms. No. 2097, Public (Rural Development Projects), dated 6th July 1955, can be allocated to the new schematic heads based on the objects and the purpose of expenditure.

The Collectors of all districts should draw up the integrated plans for the new blocks launched in October 1955 and the future National Extension Service blocks, under the heads now communicated.

ENCLOSURE.

Letter from the Community Projects Administration, New Delhi, to all Development Commissioners of all State Governments, dated 2nd January 1956, No. CPA-19|Bd|55.

[Accounting arrangements for classification of expenditure in connexion with the Community Development Projects and National Extension Service blocks.]

The question of adopting a uniform classification of expenditure incurred on the Community Development and National Extension Programme has been under consideration of the Central Government for some time and necessary instructions in the matter have since been issued—vide Union Ministry of Finance letter No. F. 1 (144)-B|54, dated the 12th January 1955, as modified by their letters of the same number, dated 12th September 1955, 21st October 1955 and 1st December 1955, respectively addressed to the Comptroller and Auditor-General of India, copies endorsed to all Accountants-General and Comptrollers, etc. It will be observed therefrom that common minor heads of accounts have been adopted for booking of expenditure both for the Community Development Projects|Blocks as also National Extension Service blocks under the new major head "63. B. Community Development Projects, National Extension Service and Local Development Works" with effect from the year 1955–56.

2. In consequence of the introduction of the revised procedure referred to above and with a view to facilitating maintenance of the State Governments' accounts in respect of expenditure on the National Extension Service Programme. It is considered necessary that programme heads as appearing in the existing schematic budget of National Extension Service blocks should conform to the new minor heads of accounts. Accordingly, a revised schematic budget for the National Extension Service block has been prepared and is enclosed with the request that it may be substituted for Annexure I to this Administration letter No. CPA|163|52, dated 29th April 1953, addressed to all State Governments (Blue pamphlet). It is requested that the half-yearly certified statements of expenditure both in respect of the Community Development Projects|Blocks and National Extension Service blocks may be prepared so as to conform to the new minor heads of accounts as in the enclosed pro formas.

[To be substituted for Annexure I to Community Projects Administration's letter No. CPA|163|52, dated the 29th April 1955 (blue pamphlet).]

ESTIMATED EXPENDITURE ON NATIONAL EXTENSION SERVICE BLOCK.

(This budget is only intended as guide and is to be adjusted according to local conditions.)

Heads. (1)	Total. (2)	Recurring. (3)	Non-recurring. (4)	Loan. (5)	Other than loan. (6)
	(RUPEES IN LAKHS.)				
Project/Block Headquarters— (a) Personnel (b) Transport (c) Office building equipment.	1·50	1·00	0·50	..	1·50
A.H. and Agricultural Extension.	..	..	..	..	..
Irrigation and Reclamation ..	1·00	..	1·00	1·00	..
Health and Rural Sanitation.	0·65	0·15	0·50	..	0·65
Education	0·60	0·10	0·50	..	0·60
Social Education	0·25	0·25	..	..	0·25
Communication	0·50	..	0·50	..	0·50
Rural Arts, Crafts and Industries.	..	..	..	..	..
Housing	..	..	..	..	..
Total ..	4·50	1·50	3·00	1·00	3·50

Analysis of cost.

	RS. IN LAKHS.
Cost of one National Extension Service Blocks	4·5
Share of centre 75 per cent of non-recurring expenditure, 50 per cent of recurring expenditure plus Rs. 1·0 lakh loans other than short term.	3·25
Share of States	1·25
NOTE.—Short-term loans to the Agriculturists provided through the Reserve Bank of India, Co-operative Societies and State Governments over a three-year period not included in the Block budget.	3·00

	RS. PER ANNUM.
Personnel—	
One Block Development Officer to assist the S.D.O. (250—400) at Rs. 350 per mensem.	4,200
Three Extension Officer (for Agriculture, Animal Husbandry, Co-operation and Panchayats).	9,000
Two Social Education Organizers (one man and one woman at Rs. 125 per mensem).	3,000
One Overseer with public health bias at Rs. 250 per mensem.	3,000
Ten Village-Level Works at Rs. 100 per mensem ..	12,000
One Accountant-*cum*-Store-keeper, one typist clerk and three Class IV staff.	6,000
Maintenance of jeep, including pay of driver	3,500
Miscellaneous contingencies	3,300
	44,000
It is assumed that one-fourth of staff already exists. Therefore, the cost of additional staff required for one year.	44,000 — 11,000 = 33,000
Cost of staff for three years	99,000 or 1,00,000 (rounded)
	1,00,000

(56)

MEMORANDUM No. 45726-R.D.P. ACCTS-C/55-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 2ND FEBRUARY 1956.

[Community Development Programme—Sanctions accorded for " Works "—Schemes, etc.—Form of sanction order—Communicated.]

[*Reference*.—(1) Memorandum No. 2883-R.D.P. VIII/54-1, Public (Rural Development Projects), dated 29th November 1954 and G.O. R. No. 189, Public (Rural Development Projects), dated 27th January 1956.]

The sanction orders received from the Collectors, Project Executive Officers and Block Development Officers (National Extension Service and Community Development) are not uniform and do not

contain all the particulars required for scrutiny of the sanctions. In order to secure uniformity, a model sanction order is communicated to the Collectors, Project Executive Officers and the Block Development Officers. They are requested to adopt the form in issuing sanction orders for the Community Development Programme.

2. In specific cases where absolutely necessary the form may be amended to suit actual requirements.

ANNEXURE I.

PROCEEDINGS OF THE COLLECTOR

PROCEEDINGS OF THE PROJECT EXECUTIVE OFFICERS, BLOCK DEVELOPMENT OFFICERS

PRESENT:

(Designation) .

No. , dated .

[*Subject.*—Community Development Programme—Sanction of works and schemes etc., village in Block and district —Authorized.]

Under powers delegated in G.O. Ms. No. , dated , sanction is accorded for work|scheme|grants-in-aid as detailed in the Annexure—

(i) The estimates have been scrutinized and technically approved by (to be incorporated only in the proceedings sanctioning works).

(ii) The expenditure on the works|schemes|grants-in-aid sanctioned will be met as indicated in the columns 4 to 6 of the Annexure.

(iii) The contributions realized in cash should be remitted into the treasury under "L.I.A. Receipts on account of Community Development Projects, National Extension Service and Local Development Works (Sub-major head minor and detailed head to be specified here).

(iv) An expenditure not exceeding Rs. (Rs. only) made up of the amounts shown in columns (4) to (5) of the annexure is sanctioned for the purpose.

(v) The expenditure should be debited to "63. B. Community Development Projects, National Extension Service, and Local Development Works" (relevant sub-major head, minor and detailed heads to be specified here)

(vi) The work should be entrusted to Sri | panchayat and completed on or before .

(vii) A report on the completion of work should be sent by

(viii) The proposals sanctioned in this proceedings have been included in the overall programme of the blocks under the schematic head (to be specified here).

(ix) Certified that the above work|schemes|grants-in-aid has been sanctioned in accordance with the principle laid down by Government and that the minimum scale of beneficiaries contribution fixed by Government have been realized in this case.

2. The plans and estimates are returned herewith.

Collector *district.*

Block Development Officer, *block.*

ANNEXURE.

Serial number.	Work/Scheme, etc., sanctioned (Vide main body of sanction proceedings).	Total estimated cost.	Government grant.	Local body and beneficiaries contribution in cash remitted or to be remitted into the Treasury.	Local body and beneficiaries contribution in kind or labour.	Reference to work No. (LL or BL) No. to be filled up only in the case of "Civil Works."	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		RS.	RS.	RS.	RS.		

(57)

ENDORSEMENT No. 10576-RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH FEBRUARY 1956.

Copy communicated to all officers concerned in continuation of G.O. Ms. No. 312, Public (Rural Development Projects), dated 28th January 1956, for information and necessary action.

ENCLOSURE.

Memorandum No. 83226-*Accounts*|55-6, *Public (Rural Development Projects), dated 20th January* 1956, *from the Finance Department to the Heads of departments, etc.*

[Stocks and Stores—Surprise check by Superior Officers.]

[*Reference.*—Memorandum No. 83226-Accounts|55-1, Finance, dated 27th October 1955, Memorandum No. 83226-Accounts|55-5, Finance, dated 19th December 1955 and from the Accountant-General, Madras, dated 9th January 1956, No. T.M. 15|55-56|556.]

In the Memorandum first cited, all heads of departments and Inspecting Officers were requested to conduct surprise checks of stocks and stores at intervals, at least once a year, so as to ensure that stores were properly maintained and accounted for, and to report the results of such surprise checks to the Government in the administrative departments concerned with a view to enable the Government to take prompt and adequate action wherever necessary. In his letter third cited, the Accountant-General, Madras, has requested that copies of such reports may be sent to his office for information. The Government see no objection to this. All the heads of departments are accordingly requested to arrange for the transmission to the Accountant-General of copies of all reports sent to the Government in this regard.

(58)

MEMORANDUM No. 1150-RDP-VII/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH FEBRUARY 1956.

[Community Projects and National Extension Service—Comprehensive orders—Noting the items of sanction in cases where sanctions are accorded to more than one item of expenditure as in the case of G.O. Ms. No. 1325, Public (Rural Development Projects), dated 21st April 1955—Instructions.]

[*Reference.*—From the Accountant-General, Madras, dated 31st December 1955, No. DA. VII. CP. IV. 232.]

The Accountant-General, Madras has requested Government to issue instructions to the drawing officers to note the items of sanction in cases where sanctions are accorded to more than one item of expenditure as in the case of G.O. Ms. No. 1325, Public (Rural Development Projects), dated 21st April 1955. To facilitate audit the concerned serial numbers of the items in the annexures to such Government Orders should be indicated in the concerned section orders and also in the contingent bills in which the amount is drawn. The Collectors, Project Executive Officers, Block Development Officers and Principals, training institutions are requested to follow this procedure, when sanctioning expenditure and in drawing the bills.

(59)

MEMORANDUM No. 17539-RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 1ST MARCH 1956.

[Community Development Programme—Drawal of advances and incurring of expenditure in connection with purchase of stores and articles—Irregularities—Instructions.]

The Government have come across several instances wherein the officers connected with the Community Development Programme have applied for ratification of their action in having drawn advances of amounts from treasuries in anticipation of sanction for making payments in connection with the purchase of stores, articles, etc., required for the execution of the various schemes. Ordinarily, no advance payments will be required for such items since the suppliers will be prepared to wait for the drawal of properly sanctioned bills. In most of the cases it is found that there was no pressing necessity for the officers to make advance payments.

2. The Project Executive Officers, the Block Development Officers and the Principals of the Extension Training Centres and Basic Agricultural Training schools are requested to note that on no account should any advances be drawn from the treasuries without proper sanction and that in future, their action will not be ratified as a matter of course. In cases, where it is anticipated that advances will be required for working any scheme, permission to draw the advances should be applied for along with proposals for sanction of the schemes or immediately the necessity for advances is envisaged. The Officers will be held personally responsible, if they contravene these instructions. It should be possible to anticipate the need for the drawal of an advance when any scheme is thought of and so if timely action is taken there should be no need for drawal of advances.

(60)

MEMORANDUM No. 10319-RDP-VII/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 15TH MARCH 1956.

[Community Projects and National Extension Service—Drawal of advances—Irregular procedure—Instructions.]

An instance has been brought to the notice of Government in which an Officer of this Department drew an advance bill in the middle of March 1955 for Rs. 16,200 for supply of craft equipment to elementary schools proposed to be converted into Basic Schools and credited the amount by adjustment to the concerned District Board. The bill was not supported by either the payees' receipt or the concerned sub-vouchers. The authority for the drawal of the advance was not specified in the bill and the drawal of the bill in advance of supply of equipment was contrary to the provision of Instruction 16 under Rule III of Article 125, Madras Financial Code, Volume I. The drawal of such a large amount towards the close of the year has given rise to the presumption that it was done to avoid lapse of the budget allotment.

2. The Government take a serious view of such drawals of advances without proper authority and contrary to the rules. The Project Executive Officers and Block Development Officers and Principals of training schools and centres are requested to note that improper drawals of advances will not be excused in future. Their attention is also invited to Memorandum No. 5713-RDP-Accts.-55/1, Public (Rural Development Projects), dated 10th September 1955 and No. 24963-RDP-Accts.-B/55-1, Public (Rural Development Projects), dated 16th November 1955 in this connection.

(61)

G.O. Ms. No. 1220, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 27TH MARCH 1956.

[Community Projects—Accounts and Budget Statements of Community Development blocks—Submission by Block Development Officers to the Collectors—Maintenance of accounts registers in the Collectors' Offices—Instructions issued.]

The Project Executive Officers and Block Development Officers of the Community Development Projects/Blocks have been instructed to maintain the following account registers in their offices in the form mentioned below :—

Form C.P. No. 1—Disbursing Officers' Register of Expenditure and liabilities for the month.

Form C.P. No. 2—Subsidiary Accounts Register—Project Headquarters.

Form C.P. No. 3—Subsidiary Accounts Register—Agriculture and Animal Husbandry Extension (excluding fertilisers).

Form C.P. No. 4—Subsidiary Accounts Register—Irrigation, Reclamation, Health and Rural Sanitation.

Form C.P. No. 5—Subsidiary Accounts Register—Education and Social Education.

Form C.P. No. 6—Subsidiary Accounts Register—Communications, Rural Arts, Crafts and Industries, Works and Suspense.

Form C.P. No. 7—Subsidiary Accounts Register—Fertilisers.

Form C.P. No. 8—Liabilities Register.

Form C.P. No. 9—Adjustments Register—Statement of receipt for the month of . Statement of loans disbursed for the month of .

2. The returns among others that are now received from the Project Executive Officers, Block Development Officers of Community Development and National Extension Service Blocks may be classified as noted below :—

Item number. (1)	Returns received from the P.E.Os. and B.D Os. (C.D. Blocks) direct by Government. (2)	Returns received from the B.D.Os. (N.E.S.) Through the Collector. (3)	Direct by Government. (4)
I. Monthly returns—			
	(1) Receipts ..	(1) Receipts ..	..
	(2) Expenditure ..	(2) Expenditure ..	..
	(3) Loans (disbursements) ..	(3) Loans (disbursements) ..	..
	(4) Extract of Sanction Register.	(4) Extract of Sanction Register.	..
II. Sanction Orders as and when issued.		..	Sanction Orders as and when issued.
III. Half-yearly returns—			
	(1) Statement of expenditure and forecast returns in respect of Projects 1952–53 series and of Blocks 1953–54 series for obtaining advance grants and loans from the Community Projects Administration.	..	..

Item number.	Returns received from the P.E.Os. and B.D.Os. (C.D. Blocks) direct by Government.	Returns received from the B.D.Os. (N.E.S.) Through the Collector.	Direct by Government.
(1)	(2)	(3)	(4)
	(2) Expenditure statements from Block Development Officers of converted Blocks for obtaining grants and loans.	..	..
IV Budget Estimates—			
	(1) Statement of numbers ..	(1) Statement of numbers ..	..
	(2) Revised Estimate for the current year and Budget Estimate for the next year.	(2) Revised Estimate for the current year and Budget Estimate for the next year.	..
	(3) Final modified estimates ..	(3) Final modified estimates.	
	(4) Surrender Statements ..	(4) Surrender Statements ..	..
V.	Scheme Budgets for the Projects and Blocks.	Scheme Budgets for the Blocks.	..

3. At present the Block Development Officers (National Extension Service) send their returns to the Collectors containing the statement of expenditure under '63-B., etc.,' and 'Loans' and Receipts credited to 'I. I.A.' (items shown under column 3 above). The Collector's office consolidates these returns blockwise and strike the total for the district and forward them to Government. The figures thus furnished by the Block Development Officers and communicated to Government represent the treasury reconciled figures (though in practice, there are still misclassifications and further reconciliation of the treasury figures is effected at Government level in consultation with the Accountant-General).

4. In view of more Community Development Blocks coming into existence year after year and as the Collectors are responsible for the administration of the entire Community Development Programme, the question was considered whether a change in the procedure involving a concentration of the functions at the Collectors level was not necessary. The Government have decided that so far accounts and budgets returns are concerned the work of consolidation and submission of the returns to the Government should be done at the Collector's office as in the case of National Extension Service. The following procedure is therefore laid down for the future :—

I. The four Community Development Projects of 1952–53 series will come to a close on 30th September 1956. It is not therefore necessary to introduce any change at this stage. The Project Executive Officers may therefore continue to submit their accounts and budget returns direct to the Government as at present.

II. The Block Development Officers and Project Executive Officers may similarly submit the following returns direct to the Government :—

(a) Sanction orders as and when issued.

(b) Half-yearly accounts returns.

(c) Extract of Sanction Registers.

III. *Returns of the Community Development Blocks.*—The Accounts returns, viz., Receipts, Expenditure and Loans Statements relating to the accounts of April 1956 onwards, due from the Block Development Officers of Community Development Blocks should be received by the Collectors who will consolidate and submit them to Government in the forms appended C.P. Nos. 14, 15 and 16. The Collectors should ensure that the figures furnished in the consolidated statements and the figures reconciled with the district treasury before they are submitted to Government not later than 15th of the subsequent month.

Separate sets of registers should be maintained in the Collectors' Offices for recording the consolidated figures for the district as a whole. It is enough if the total figures for each head of account are posted in the Collectors' Offices. Voucher-war particulars need not be copied again in the Registers. The extracts of statement of accounts received from other Officers should neatly be arranged, docketed and kept for ready reference. In the case of bills drawn by the Collectors, necessary intimation should be sent to the concerned Block Development Officers for incorporating them in their registers and extracts. If, however, amounts are drawn for more than one Block, in one bill, the intimation should be sent to all the Officers concerned. Similarly details of remittances by the Collectors should also be communicated to the Officers concerned. The Collectors are requested to issue necessary instructions to the Block Development Officers in the matter.

5. *Progressive Expenditure.*—Separate registers should also be maintained for each block in the statements enclosed (C.P. Nos. 17, 18 and 19) extracts of which should also be sent as enclosure to Government along with the consolidated statements (C.P. Nos. 14, 15 and 16).

6. *Budget Estimates.*—The Budget Estimates and returns mentioned below should also be obtained by the Collectors from the Block Development Officers and submitted to Government with modifications, if any, considered necessary by them :—

1. Statement of Numbers.

2. Revised Estimate for the current year and Budget Estimate for next year.

3. Final Modified Appropriation Statements.

4. Surrender Statements.

5. Scheme Budgets for the blocks.

6. The work of consolidation of the blockwise figures in the Collectors' Offices should be done with proper care, so as to avoid or at least minimise further correspondence.

ENCLOSURE.

C.P. No. 14—CONSOLIDATED STATEMENT OF EXPENDITURE FOR THE MONTH OF 195 FOR COMMUNITY DEVELOPMENT PROJECTS/BLOCKS FOR THE DISTRICT OF

Head of Account—63-B. Community Development Projects, National Extension Service and Local Development Works—(1) Community Development Projects.

Sub and detailed heads.	Expenditure during the month of — Block No. I.			Block No. II.			Block No. III.			Block No. IV.			Huzur Establishment.			Total of columns (2) to (6).			Total disbursement of the district as per the Treasury Accounts for the month.	Difference (full particulars for the difference with voucher-war details should be furnished in the reverse of the form).
	Recurring.	Non-Recurring.	Total.	Recurring.	Non-Recurring.	Total.	Recurring.	Non-Recurring.	Total.	Recurring.	Non-Recurring.	Total.	Recurring.	Non-Recurring.	Total.	Recurring.	Non-Recurring.	Total.		
(1)		(2)			(3)			(4)			(5)			(6)			(7)		(8)	(9)
b. Project/Block Head quarters—																				
1. Pay of Officers	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
2. Pay of Establishments.	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
3. Allowances—				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Dearness Allowance ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Travelling Allowance and Other Compensatory Allowance.	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
4. Office Contingencies ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
5. Other charges ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
6. Training Allowance to Social Education Organisers.	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
7. Leave Salary and Pension Contribution.	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..

C. P. No. 15.—CONSOLIDATED STATEMENT OF RECEIPTS FOR THE MONTH OF 195 FOR COMMUNITY DEVELOPMENT PROJECTS/ BLOCKS FOR THE DISTRICT OF .

Head of Account—L.I.A. Receipts on Account of Community Development Projects—National Extension Service and Local Development Works—(1) Community Development Projects.

Sub and detailed heads.	Block No. I.	Block No. II.	Block No. III.	Block No. IV.	Total cols. (2) to (5).	Total receipts of the district as per the treasury accounts for the month.	Difference (full particulars for the difference with voucherwar details should be furnished in the reverse of the form.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Contribution from Private Individuals—							
Animal Husbandry and Agriculture.	..	..	..	..	..	..	..
Health and Rural Sanitation.	..	..	..	..	..	..	..
Education	..	..	..	..	..	..	..
Social Education ..	..	..	..	..	..	..	..
Communications ..	..	..	..	..	..	..	..
Rural Arts, Crafts and Industries.	..	..	..	..	..	..	..
Total ..	..	..	..	..	..	..	..
Sale Proceeds of Water seal slabs, seeds, seedlings, charkas, cotton, etc., at subsidised rates—							
Animal Husbandry and Agriculture.	..	..	..	..	..	..	..

Health and Rural Sanitation.	..	..	..	..	..	..	..
Education	..	..	..	..	..	..	..
Social Education ..	..	..	..	..	..	..	..
Communications ..	..	..	..	..	..	..	..
Rural Arts and Crafts ..	..	..	..	..	..	..	..
Total ..	..	..	..	..	..	..	..
Other Receipts—							
Project/ Block Head-quarters.	..	..	..	..	..	..	..
Animal Husbandry and Agriculture.	..	..	..	..	..	..	..
Health and Rural Sanitation.	..	..	..	..	..	..	..
Education	..	..	..	..	..	..	..
Social Education ..	..	..	..	..	..	..	..
Communications ..	..	..	..	..	..	..	..
Rural Arts and Crafts ..	..	..	..	..	..	..	..
Total ..	..	..	..	..	..	..	..
Deduct—Refunds—							
Contribution	..	..	..	..	..	..	..
Sale Proceeds	..	..	..	..	..	..	..
Other receipts	..	..	..	..	..	..	..
Total ..	..	..	..	..	..	..	..
Grand Total ..	..	..	..	..	..	..	..

NOTE.—(1) Sale proceeds of articles not sold at subsidised rates should be shown under 'Other Receipts'.
(2) Scheme head should be mentioned under 'Deduct refunds'.

C. P. No. 16.—CONSOLIDATED STATEMENT OF DISBURSEMENT OF LOANS FOR THE MONTH OF 195 FOR COMMUNITY DEVELOPMENT PROJECTS/BLOCKS FOR THE DISTRICT OF

Head of Account—Loans and Advances by the State Government—g. Loans under the Community Development Programme.

Sub and detailed heads.	Expenditure during the month of				Total of cols. (2) to (5).	Total disbursement of the district as per the treasury accounts for the month.	Difference (full particulars for the difference with voucherwar details should be furnished in the reverse of the form).
	Block No. I.	Block No. II.	Block No. III.	Block No. IV.			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
(ii) Loans for Community Development Projects and blocks—							
1. Loans for Irrigation, Reclamation, Housing, etc.—							
Animal Husbandry and Agriculture.	..		..	..	..	..	..
Irrigation	..	..	..				
Reclamation	..	..		..	..	..	..
Rural Arts and Crafts.	..	..	..	..	..	..	..
Housing (Rural) ..	..	..	..	..	..	..	..
Total ..	..	..	..	..	..	..	..
2. Loans for providing short-term credit facilities—							

C.P. No. 17—STATEMENT OF PROGRESSIVE EXPENDITURE FOR THE MONTH OF 195 FOR THE COMMUNITY DEVELOPMENT PROJECTS/BLOCKS IN THE DISTRICT OF .

Head of Account—63-B. Community Development Projects—National Extension Service and Local Development Works—

(1) Community Developm nt Project.

Sub and detailed heads.	*Expenditure to the end of the preceding month.*	*Total disbursement during the month.*	*Total expenditure up to the month.*	*Adjustment intimated by the Accountant-General or corrections intimated by Government with reference number and date.*	*Total progressive expenditure.*	*Disbursement as per treasury account for the month.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)
b. Projects/Block headquarters—						
1. Pay of officers						
2. Pay of Establishment ..						
3. Allowance						
Dearness Allowance ..						
Travelling Allowance and other Compensatory Allowance.						
4. Office Contingencies ..						
5. Other Charges						
6. Training Allowance to Social Education Organisers.						
7. Leave Salary and Pension contribution.						

C.P. No. 17.—STATEMENT OF PROGRESSIVE EXPENDITURE FOR THE MONTH OF 195 FOR THE COMMUNITY DEVELOPMENT PROJECTS/BLOCKS IN THE DISTRICT OF —cont.

Head of Account —63-B. Community Development Projects—National Extension Service and Loal Development Works—
(1) Community Development Projects—*cont.*

Sub and detailed heads.	*Expenditure to the end of preceding month.*	*Total disbursement during the month.*	*Total expenditure up to the month.*	*Adjustment intimated by the Accountant-General or corrections intimated by Government with reference number and date.*	*Total progressive expenditure.*	*Disbursement as per treasury account for the month.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)
b. Projects/Blocks headquarters—*cont.*						
8. Dollar equipments and materials received as loan from the Government of India.						
9. Suspense on account of Jeeps supplied to NES Blocks to be adjusted to the C.D. Blocks later.						
c. Animal Husbandry and Agriculture Extension—						
1. Fertilisers						
2. Works						
3. Other Charges						
f. Health and Rural Sanitation—						
1. Works						
2. Other Charges						

g. Education—

1. Works .. ..
2. Other Charges .. ..

Deduct—Amount transferred from 47. Miscellaneous Department. k. Development Schemes—Harijan Welfare Department.

h. Social Education—

1. Works .. .. ..
2. Other Charges .. .. ..

j. Communications—

1. Works .. ..
2. Other Charges .. .. ..

k. Rural Arts, Crafts and Industries—

1. Works .. .. ..
2. Other Charges .. .. ..

Total ..

(1) Column (8) should incorporate the blockwise figu e of expenditure as shown in the Treasury Accounts for the month.

(2) Column (4) and Column (8) should agree and where there are discrepancies [to be shown in Column (9)]. Huzur Voucherwar details, name of drawer should be furnished in the reverse of the form.

Station.

Date.

Collector *District*.

C.P. No. 18.—STATEMENT OF PROGRESSIVE RECEIPTS FOR THE MONTH OF 195 FOR THE COMMUNITY DEVELOPMENT PROJECTS/BLOCKS IN THE DISTRICT OF

Head of account—L. I.A. Receipts on account of community development projects—National extension service and Local Development Works (1) Community Development Projects.

Sub and detailed heads.	Receipts to the end of the preceding month.	Total receipts during the month.	Total receipts up to the month.	Adjustment intimated by the Accountant-General or corrections intimated by the Government with reference number and date.	Progressive Total.	Receipts as per treasury account for the month.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Contirbution from Private Individuals—						
Animal Husbandry and Agriculture.						
Health and Rural Sanitation ..						
Education						
Social Education						
Communications						
Rural Arts and Crafts						
Total ..						
Sale proceeds of water seal slabs, seeds, Seedlings, charkas, cotton, etc. At subsidised rates—						
Animal Husbandry and Agriculture.						

Health and Rural Sanitation ..	
Education	
Social Education	
Communication	
Rural Arts and Crafts ..	
Total ..	
Other receipts—	
Projects Block Headquarters ..	
Animal Husbandry and Agriculture.	
Health and Rural Sanitation ..	
Education	
Social Education	
Communications	
Rural Arts and crafts ..	
Total ..	
Deduct—Refunds—	
Contribution	
Sale Proceeds	
Other receipts	
Total ..	
Grand Total ..	

C.P.No. 19.—OF PROGRESSIVE EXPENDITURE OF LOANS FOR THE MONTH OF 195 FOR COMMUNITY DEVELOPMENT PROJECTS/BLOCKS IN THE DISTRICT OF

Head of Account—Loans and advances by the State Government g. Loans under The Community Development Programme.

Sub and detailed heads.	*Expenditure to the end of the proceeding month.*	*Total disbursement during the month.*	*Total expenditure up to the month.*	*Adjustment intimated by the Accountant-General, Madras or corrections intimated by the Government with reference number and date.*	*Total progressive expenditure.*	*Disbursement as per treasury accounts for the month.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Loans for Community Development Projects and Blocks—(1) Loans for Irrigation, Reclamation, Housing, etc.						
Animal Husbandry and Agriculture Extension.	..	..	..	..	..	..
Irrigation	..	..	..	..	..	..
Reclamation	..	..	..	..	..	..
Rural Arts, Crafts and Industries.				..	..	..
Rural Housing	..	..	..	..	..	..
Total ..	..	..	..	..	..	..

(2) *Loans for providing short-term credit facilities.*

(62)

CIRCULAR MEMO. No. 58305, PUBLIC (R.D.P. ACCTS.-B)/ 55-3, DATED 9TH APRIL 1956.

[Audit—Internal audit of the transactions of the offices under the Community Development Scheme—Revised arrangements from 1st April 1956—Memorandum of instructions—Communicated.]

In view of the large number of transactions involved in the administration of the Community Development Schemes, a scheme of internal audit was introduced some time ago under which audit parties each consisting of an accountant on the civil side and an accountant conversant with works accounts audited the transactions locally, of the several offices under the Community Development Schemes and prepared draft audit notes. The departmental Accounts Officers also visited these place and finalized the notes.

2. There was however no adequate co-ordination between the work of the inspection parties and the responsiveness of the offices inspected. The result was that audit notes were not promptly attended to and rectification of mistakes and irregularities took a much longer time than was necessary. The tendency has been to pass on objections relating to works accounts to the technical staff without any effort on the part of the Block or Revenue Divisional Officers' offices to try to understand the objections and resolve them. During inspections by the parties and finalization, the Technical Officers, e.g., Assistant Engineers were generally always absent and sometimes even minor irregularities, could not be settled on the spot. The state of affairs clearly indicated that the existing arrangements regarding the internal instruction and audit needed improvement.

3. The Government have therefore decided that the audit parties in the Public (Rural Development Projects) Department, should be re-organized into three compact parties, each headed by a Superintendent. They are itinerant parties designated as "Accounts Instruction and Audit Parties". Each of the three parties will consist of a Superintendent and two Accountants all knowing civil and works accounts. The parties will inspect the transactions in units of districts as a whole and after resolving as many objections locally as may be possible, record for issue as audit notes only substantial and important irregularities for rectification. The Superintendents of the parties will be solely responsible for the internal audit of the transactions of the offices inspected by them and for giving suitable instructions on the spot for the preparation and maintenance of the registers and records. Wherever registers and forms are maintained perfunctorily, the

Superintendent and his party should see and co-operate in reconstructing and re-writing them and put them in proper order.

4. The Senior and Junior Accounts Officers who are both touring officers, will visit all or select places inspected by the parties, discuss further points with the local officers concerned after making a critical examination of the draft notes of the parties and then finalize the notes for issue. The Accounts Officers and the parties will also conduct informal training classes, wherever necessary, for a few days during the course of their visits and instruct the staff and the officers of the offices concerned.

5. In order that the Accounts Instruction and Audit parties may proceed on uniform and proper lines in their method, a memorandum in tabular form has now been prepared showing in one view the name of the registers with brief instructions regarding the purpose of the register and the most important points to be examined in audit. A copy of this memorandum is communicated to all the subordinate officers for information and guidance. The memorandum of instructions drawn up is not exhaustive, but lays down the general principles to be observed for achieving the desired object. The audit parties have to examine whether the code rules and other instructions issued by the Government are duly observed. It is very important that as many of the objections as may be possible should be settled locally. The Superintendent of the party should be afforded full co-operation by the local officers and supplied with all information necessary. The officers, viz., Project Executive Officers, Block Development Officers, Revenue Divisional Officers, Principal (Training centres), etc., and Technical Officers like the Assistant Engineers, Junior Engineers, should be available to the Superintendent of the party for discussion on points of importance.

6. As regards works accounts, the following specific instructions are also issued on certain points on which the offices were adopting varying procedure :—

(a) *Deviations from the Estimate Provision.*—The tendency generally has been to accept deviations during the course of execution of the work, without proper technical sanction. It is not necessary to obtain sanction for every deviation, *then and there*, provided the total estimated cost or the agreement provisions *are not likely* to be exceeded, but all such deviations should be explained in the completion reports for rectification. Where small excesses had also resulted, the total cost should be restricted to the estimate provision, except when the excesses have been sanctioned by the competent authority.

(b) *Deduction towards Security Deposit.*—The deduction towards security deposit, viz., 10 per cent in the part bills should be made on the *gross value* of the work done and *not on the net value* after deducting the beneficiaries' contribution.

(*c*) *Combined measurements of earth work, concreting, etc.*—In nearly all cases the practice has been to record combined measurements and check-measurements after completion of certain items of works, e.g., earthwork, cement concreting, random rubble masonry, etc. Objection was taken to such a procedure, but it was generally explained that due to want of time and shortage of technical staff, the procedure of recording combined measurements had been somewhat unavoidable. This cannot be a reasonable plea. It is neither correct nor is it possible to make a correct record of the measurements of a specific item of work when further items of work have been carried out. Among the number of works executed in any Block or Project area many items will come under the category of works costing less than Rs. 3,000. Government have already issued orders to the effect that in the case of such works, payment may be made on the value of the works, as 'assessed'. This should give the officers sufficient relief in the matter of measurements and check-measurements. The short-procedure of recording combined measurements should therefore be avoided totally, in respect of works costing over Rs. 3,000.

(*d*) *Transport charges for materials.*—In several cases of transport of materials like Hume pipes, Pump sets, etc., charges for transport have been paid for separately, while the agreement rates did not specifically provide for such charges. The rates provided in the agreement however corresponded only to the rates ex-factory and not for delivery at site. But, objection could be taken that in the absence of specific provision in the agreement, the contractor was bound to supply the materials of *site*, without claiming extra charges for the transport. To avoid giving room for objections of the kind, it is directed that in such cases, the rules should specifically provide whether the supply was ex-factory or ex-site.

(*e*) *Well Works—Baling charges.*—The practice has generally been to pay baling charges separately on Nominal Muster Rolls. This is not correct. The rates in the 'Schedule of Rates' include charges for baling. All payments, therefore, made for baling separately must be deemed excess payments, unless it could be shown convincingly that there was abnormal baling, which could not be compensated by the prescribed rates.

The Project Executive Officers, Block Development Officers and Revenue Divisional Officers are therefore forewarned that baling charges as such should not be admitted as a matter of course, but should be resisted and it should be left to the contractor to prove his claim for the out-of-pocket expenses for any abnormal baling. In such cases, the officers should certify in each case, that the extra and abnormal baling charges were necessary. The Audit Parties will be instructed not to ignore the objections on this account, except on the basis of the necessary certificates by the officers.

APPENDIX.

MEMORANDUM SHOWING THE SEVERAL REGISTERS TO BE MAINTAINED IN THE PROJECT OFFICES, BLOCK OFFICES, TRAINING CENTRES, ETC., AND THE POINTS TO BE EXAMINED DURING INTERNAL AUDIT OF THESE REGISTERS.

Serial number and name of the register.	*Form number.*	*Authority prescribing the register.*	*Names of the offices which should maintain the register.*	*Objects of the register.*	*Important points to be examined in audit besides seeing that the Code Rules and other orders issued by Government are duly observed.*
(1)	(2)	(3)	(4)	(5)	(6)
		A. GENERAL REGISTERS (ACCOUNTS REGISTERS ON THE CIVIL SIDE).			
1 Cash book (General).	C.F. 119 ..	Memo. No. 50, Public (C. P. Accts.)/52-4, dated 6th December 1952.	Project Offices, Block Offices (Community Development).	The register is intended to watch the daily cash transactions of the Office and to check delays in the disposal of Government money.	Whether— (1) All items of receipts and payments have been properly entered on the facing pages of the register and the items have been attested by the head of the office. (2) Abstract of daily closing balance in the (*a*) Permanent Advance Register, (*b*) Register of Undisbursed Pay, (*c*) Fertilizer Cash Book, (*d*) Loans Cash Book, (*e*) Khadi Cash Book, etc., have been brought to this register. (3) Monthly physical verification of cash has been done by the head of the office, noting the amount of cash.
		Memo. No. 2073, Public (R.D.P. Accts, B)/54-55, dated 3rd August 1955.	Block Offices (National Extension Service).		
		Memo. No. 410, Public (R.D.P.)IX/54-3, dated 14th October 1954.	Training Centres ..		

						(4) Contributions have been remittted into the Treasury without delay and accounted for in the Register of Receipts. (5) The certificate regarding the Account of the pages in the register has been furnished.
2	Permanent Advance Disbursement Register.	C.F. 117A	Memo. No. 50, Public (C.P. Accts.)/52–4, dated 6th December 1952.	Project Offices, Block Offices (Community Development).	This register shows the expenditure incurred from the Permanent Advance and the particulars of recoupment.	Whether— (1) The amount of the Permanent Advance and the authority sanctioning it have been noted at the first page. (2) Vouchers are available for all payments and if so, whether they are in order.
			Memo. No. 410, Public (R.D.P.) IX/54-1, dated 20th August 1954.	Block Offices (National Extension Service).		
			Memo. No. 410, Public (R.D.P.)IX/54-3, dated 11th October 1954.	Training Centres.		(3) Contingent expenses have been entered then and there in the Contingent Register. (4) The serial numbers of items recouped have been ranged off and the connected vouchers cancelled. (5) There has been any undue delay in recoupment or recovery of advances paid.

Serial number and name of the register.	*Form number.*	*Authority prescribing the register.*	*Names of the offices which should maintain the register.*	*Objects of the register.*	*Important points to be examined in audit besides seeing that the Code Rules and other orders issued by Government are duly observed.*
(1)	(2)	(3)	(4)	(5)	(6)
		A. General Registers (Accounts Register on the Civil Side)—*cont.*			
3 Contingent Register.	T. & A. 44-A	Memo. No. 3483, Public (R.D P.) IX/54-1, dated 25th December 1954.	....	To record contingent expenditure whether incurred from Permanent Advance or otherwise.	Whether— (1) Appropriation has been noted at the top of each column in red ink.
		Memo. No. 50, Public (C.P. Accts.)/52-1, dated 6th December 1952.	Project Offices, Block Offices (Community Development).		(2) All items have been attested. (3) Quotations have been obtained wherever necessary.
		Memo. No. 410, Public (R.D.P.) IX/54-1, dated 20th August 1954.	Block Offices (National Extension Service).		(4) All items are covered by proper sanctions and vouchers and all authority for expenditure are indicated in the office copies of bills.
		Memo. No. 410, Public (R.D.P.) IX/54-3, dated 11th October 1954.	Training Centres.		(5) Grants of temporary advances have been restricted to those of the Last Grade Service and whether such grants have been noted in red ink and their recovery indicated.

(6) Local purchases of stationery, etc., have been entered in the Register of Expenditure on which a ceiling is fixed.

(7) All items of stores, etc., have been entered in the Stock Register and the page numbers of the Stock Register noted in the sub-vouchers.

(8) All sub-vouchers for less than Rs. 25 have been filed with the office copies of the contingent bills duly cancelled and whether other sub-vouchers have been sent to Accountant-General retaining copies.

(9) Monthly total under each column has been struck and agreed with the totals in the Disbursing Officer's Register of Expenditure and Liabilities.

(10) Acquittances for pay and allowances paid to menials from contingencies are obtained in a separate roll.

Serial number and name of the register.	*Form number.*	*Authority prescribing the register.*	*Names of the offices which should maintain the register.*	*Objects of the register.*	*Important points to be examined in audit besides seeing that the Code Rules and other orders issued by Government are duly observed.*
(1)	(2)	(3)	(4)	(5)	(6)
		A. GENERAL REGISTERS (ACCOUNTS REGISTER ON THE CIVIL SIDE)—*cont.*			
					(11) All payments relating to demurrage charges and wharfages are reasonable and whether there was no fault on the part of the officials to clear the consignments in time. The head of the office should enter a certificate to that effect on the sub-vouchers.
2 Daily Stamp Account.	C.F. 444 ..	Memo. No. 50, Public (C.P. Accts.)/52-1, dated 3rd December 1952. Memo. No. 410, Public (R.D.P.) IX/54-1, dated 20th August 1954. Memo. No. 410, Public (R.D.P.) IX/54-3, dated 11th October 1954.	Project Offices, Block Offices (Community Development). Block Offices (National Extension Service). Training Centres.	The register shows the daily receipts, issues and balance of service postage stamps.	(1) To be compared with the Contingent Register to see whether all stamps obtained from the treasury have been brought to account. (2) Whether the register has been closed under the initials of the head of the ministerial staff. (3) Whether the stock has been verified and a certificate recorded every time an indent for stamps is sent.

5 Register of Expenditure on which a ceiling is fixed. ..	Memo. No. 8850, Public (C.P. Accts.)/52-1, dated 20th April 1953.	Project Offices ..	To watch that the expenditure incurred under delegated powers on any item for which a ceiling is fixed is kept within the limit.	Whether— (1) All items to be entered in this register have been entered and attested by the head of the office. (To be compared with the Contingent Register.)
	Memo. No. 680, Public (R.D.P.) VIII/54-1, dated 19th August 1954.	Block Offices (Community Development).		(2) The prescribed limit has not been exceeded in any case.
	Memo. No. 410, Public, (R.D.P.) IX/54-1, dated 11th October 1954.	Block Offices (National Extension Service).		(3) If the limit has exceeds in any case, what is the expenditure incurred and what action has been taken to get the excess ratified.
		Training Centres.		
6 Register of sanction of schemes. ..	Memo. No. 69870, Public (R.D.P.) VIII/54-1, dated 15th July 1954.	Project Offices and Block Offices (Community Development and National Extension Service).	This is a record of all schemes sanctioned for execution in the area.	Whether payments have been correctly made.
7 Register of sanctions. ..	Memo. No. 2125, Public (R.D.P.) VIII/54-1, dated 28th October 1954.	Project Offices, Block Offices (Community Development and National Extension Service) and Training Centres.	This is a register of all sanctions other than works and it shows expenditure against each sanction.	To be compared with the contingent Register to see that the total expenditure on any item has not exceeded the sanctioned amount and that contributions due have been properly recovered.

Serial number and name of the register.	Form number.	Authority prescribing the register.	Names of the offices which should maintain the register.	Objects of the register.	Important points to be examined in audit besides seeing that the Code Rules and other orders issued by Government are duly observed.
(1)	(2)	(3)	(4)	(5)	(6)
A. GENERAL REGISTERS (ACCOUNTS REGISTER ON THE CIVIL SIDE)—*cont.*					
			Collector's Office relating to Local Development Works, National Extension Service, Community Development Blocks (including Village Road Development Co-operative Scheme) and for Training Centres. Separate register for each scheme.		

NOTE.—Nos. 6 and 7.—In certain offices, there is only one register. There should be no objection to the maintenance of a single Register so as to show in separate columns the sanctions accorded with the ceiling amount and the expenditure and receipts, etc.

8 Pay Bills Register ..	T. & A. 41-B.	Memo. No. 50, Public (C.P. Accts.)/52-1, dated 6th December 1952.	Project Offices and Block Offices (Community Development).	The pay of all staff except the menials paid from contingencies is claimed in this Bill.	Whether— (1) The staff employed is within sanction and the scale of pay, number of posts sanctioned, period of sanction and other particulars have been noted in the office copies with the number and date of the sanction order.
		Memo. No. 410, Public (R.D.P.)IX/54-1, dated 20th August 1954.	Block Offices (National Extension Service).		(2) Acquittances have been obtained with dates and whether the dates agree with those in the Register of Undisbursed Pay.

		Memo. No. 410, Public (R.D.P.) IX/54-3, dated 11th October 1954.	Training Centres.		(3) Certificates under Subsidiary Rules 4 (*d*) under Treasury Rule 32 have been furnished. (4) Cross referencing has been done in regard to supplemental claims. (5) The dates of encashment have been noted and they agree with those in the Register of Undisbursed Pay. (6) Office copies of last pay certificates received and issued are maintained. (7) O.B. Advances have been entered in the O.B.A. Register and recovered promptly.
9 Travelling Allowance Bills Register.	T. & A. 15.	Memo. No. 50, Public (C.P. Accts.)/52-1, dated 6th December 1952.	Project Offices—Block Offices (Community Development).	To check the travelling allowance claim including those of Gazetted Officers according to the Madras Travelling Allowance Rules.	Whether— (1) Claims are in order according to rules in force and all necessary details recorded in office copies.
		Memo. No. 410, Public, RDP-IX/54-1, dated 20th August 1954.	Block Offices (National Extension Service).	....	(2) Particulars of journeys agree with the diaries and entries in the Log Books.
		Memo. No. 410, Public, RDP-IX/54-3, dated 11th October 1954.	Training Centres ..	....	(3) Proportionate deduction of fixed travelling allowance has been made.

Serial number and name of the register.	Form number.	Authority prescribing the register.	Name of the offices which should maintain the register.	Objects of the register.	Important points to be examined in audit besides seeing that the Code Rules and other orders issued by Government are duly observed.
(1)	(2)	(3)	(4)	(5)	(6)
A. General Registers (Accounts Registers on the Civil side)—*cont.*					
		Memo. No. 410. Public, R.D.P-IX/54-3, dated 11th October 1954.	Training Centres ..		(3) The daily cash balance has been carried over to the Cash Book. (4) Any money has been left undisbursed for a long time (over three months) and in such cases whether the undisbursed amounts have been refunded as short drawn in subsequent bills. (5) The register has been reviewed once a month by the head of the office.
14 Bills Register	..	....	Revenue Divisional Offices (for Local Development works).	This register shows brief particulars of all bills drawn by the office and the dates of their encashment.	(1) All bills prepared and passed in the office are entered in the register. (2) Bills received from subordinate officers are passed promptly.
		Memo. No. 50, Public (C.P. Accts.)/52-4, dated 6th December 1952.	Project Offices, Block Offices (Community Development).		(3) Necessary entries have been made in respect of endorsed bills.
		Memo No. 410. Public, R.D.P-IX/54-1, dated 20th August 1954.	Block Offices (National Extension Service).		

		Memo No 410, Public, R.D.P.-IX/54-3, dated 11th October 1954.	Training Centres ..		
15 Treasury Bill Book	T. & A. 273	Memo. No. 50, Public (C.P. Accts)/52-4, dated 6th December 1952.	Project Offices, Block Offices (Community Development).	This register shows all the bills presented at the treasury directly by the office and the dates of payment at the treasury.	(1) To be compared with the Bills Register to see whether the head of office and the Treasury Officer have verified and initialled all items. (2) To be verified with the Subsidiary Accounts Register.
		Memo. No. 410, Public, R.D.P.-IX/54-1, dated 20th August 1954.	Block Offices (National Extension Service).		
		Memo. No. 410, Public, R.D.P.-IX/54-3, dated 11th October 1954.	Training Centres ..	....	
16 Disbursing Officer's Register of Expenditure and Liabilities.	N.E.S.I. ..	G.O. Rt. No. 257, Public (R.D.P.-IX), dated 21st February 1955.	Collectors's Office— (1) for Local Development works. (2) For National Extension Service Blocks. (3) For Village Road Development Co-operative Scheme. Revenue Divisional Office for local development works and Village Road Development Co-operative Scheme.	The register shows the expenditure incurred under all detailed budget heads during each month as also the progressive total. It also shows the total outstanding liabilities. This is intended for watching the progress of expenditure against the sanctioned estimates.	(1) To be compared with the Bills Register, Subsidiary Accounts Register, Register of Adjustments and Register of Liabilities. (2) To see whether the figures have been reconciled with the Treasury figures and certificates of reconciliation recorded at the close of every month.

Note.—Separate folios of 12 pages should not be allotted for each head. It should so be written as to show the monthly and progressive totals as at the end of each month under all the heads. One or two folios only need be used for a month, all the detailed heads being shown at the top.

Serial number and name of the register.	*Form number.*	*Authority prescribing the register.*	*Name of the offices which should maintain the register.*	*Objects of the register.*	*Important points to be examined in audit besides seeing that the Code Rules and other orders issued by Government are duly observed.*
(1)	(2)	(3)	(4)	(5)	(6)
		A. GENERAL REGISTERS (ACCOUNTS REGISTERS ON THE CIVIL SIDE)—*cont.*			
	C.P. I ..	Memo. No. 27582, Agri. D. VII-53-1, dated 24th April 1954.	Project Office .. Block Offices (Community Development).		
	N.E.S. I ..	Memo. No. 410, Public R.D.P.-IX-54-1, dated 20th August 1954.	Block Offices		
	N.E.S. I ..	Memo. No. 27582, dated 24th April 1954 and No. 410/54-3, Public R.D.P. IX, dated 11th October 1954.	Training Centres ..		
17 Subsidiary Accounts Registers.		Memo. No. 27582, Agri. D VII/53-1, dated 24th April 1954.	Projects Offices (Community Project II to VI). Block Offices (Community Development).	This is a billwise monthly statement of expenditure under all heads. The totals in this register will be carried over to the Disbursing Officer's Register of Expenditure.	(1) To be compared with the Bills Register and Treasury Bill Book to see whether all items drawn have been brought to this account. (2) Whether voucher numbers and dates of encashment are noted.
	N.E.S. II	Memo. No. 410 54-1 (Public R.D P. IX), dated 20th August 1954.	Block Offices (National Extension Service).		
	N.E.S. II	Memo. No. 410/54-3, (Public R.D.P. IX), dated 11th October 1954.	Training Centres. Collector's Office— For Local Development Works.		(3) Whether the totals agree with the totals under the detailed heads in the Register of Expenditure

Note.—Separate folios of 12 pages should not be allotted for each head. It should so be written as to show the monthly and progresive totals as at the end of each month under all the heads. One or two folios only need be used for a month, all the detailed heads being shown at the top.

			For National Extension Service Scheme. Village Road Development Co-operative Scheme.		and Liabilities.
18 Register of Liabilities.	....	G.O. Rt. No. 257, Public R.D.P. dated 21st February 1955. Memo. No. 27482-Agri. D. VII/53-2, dated 24th April 1954. Memo. No. 410, Public (R.D.P.)-IX-54-1, dated 20th August 1954. Memo. No. 27482, dated 24th April 1954 and Memorandum No. 410/54-3 (Public R.D.P. IX), dated 11th October 1954.	Revenue Divisional Office (for Local Development works) Project Offices, Block Offices (Community Development). Block Offices (National Extension Service). Training Centres. Collector's Office— For (1) Local Development works. (2) National Extension Service village Road Development Co-operative Schemes.	To watch the adjustment of liabilities incurred by the office.	Whether— (1) All items of liabilities have been brought to account. (2) Office copies of credit notes issued have been properly filed. (3) Any liabilities remain unadjusted for a long time. (4) Monthly total has been struck and the total thus struck agrees with the figures shown in the Disbursing Officer's Register of Expenditure.
19 Register of Adjustments and Alteration Memoranda.	....	G.O. Rt. No. 257 Public (R.D.P.), dated 21st February 1955. Memo. No. 27482-Agri. D. VII-53-2, dated 24th April 1954/5. Memo. No. 410/54-1, Public (R.D.P. X), dated 20th August 1954.	Revenue Divisional Office (for Local Development works). Project Offices, Block Offices (Community Development). Block Offices (National Extension Service). Training Centre.	This register contains details of adjustments made by the Accountant General and intimated by him. The monthly total in this register should agree with the amount shown against item VI in the Disbursing	To be examined with the liabilities to see whether all items of adjustments intimated by the Accountant-General have been noted in the register.

Serial number and name of the register.	*Form number.*	*Authority prescribing the register.*	*Name of the offices which should maintain the register.*	*Objects of the register.*	*Important points to be examined in audit besides seeing that the Code Rules and other orders issued by Government are duly observed.*
(1)	(2)	(3)	(4)	(5)	(6)
		A. GENERAL REGISTERS (ACCOUNTS REGISTERS ON THE CIVIL SIDE)—*cont.*			
	..	Memo. No. 27482, dated 24th April 1954 and Memorandum No. 410/54-3, dated 11th October 1954.		Officer's Register of Expenditure.	
20 Register of Receipts.	N.E.S. 6	G.O. Rt. No. 257, Public (R.D.P.), dated 21st February 1955.	Revenue Divisional Office (For Local Development works).	This register shows all departmental revenues received whether towards contribution or for services rendered, sale proceeds and other receipts.	(1) All contributions collected as verified from the register of sanctions, Treasury chalans, etc., have been brought to account. (2) Contributions received for works have been shown in the appropriate column in the Construction Operation Ledger. (3) Counterfoils of receipt books should be checked with the cash book and any delay in remittance to be investigated.
		Memo. No. 1060, Public (R.D.P.)-IX-54-1, dated 1st October 1954 and No. 3265-R.D.P. Accts-E.-2, dated 9th November 1955.	Project Offices, Block Offices (Community Development).		
		Memo. No. 1727, Pub., R.D.P.-VII/55-1, dated 4th April 1955.	Block Offices (Converted C.D. blocks).		

		Memo. No. 410/54-1, Pub., R.D.P.-IX, dated 20th August 1954 and 54–3, dated 11th October 1954.	Training Centres, Collector's Office— (1) Local Development works. (2) National Extension Service Scheme.		
21 Registers relating to motor vehicles— (i) Stock Register of motor vehicles and spare parts. (ii) Log Book. (iii) Servicing, Repairs, etc., Register.	..	Memo. No. 114, Pub., (CP. Accts.)/52-1, dated 14th October 1952. Memo. No. 410, Pub., R.D.P.-IX/54-1, dated 20th August 1954. Memo. No. 410, Pub., R.D.P.-IX/54-3, dated 11th October 1954.	Project Offices .. Block Offices (Community Development). Block Offices (National Extension Service). Training Centres ..	The registers are intended to show full particulars of the jeeps and various other motor vehicles together with the spare parts supplied to the offices, the repairs and servicing done to the vehicles. the petrol consumed and whether the vehicles have been used for the purpose for which they are allotted.	Whether— (1) The monthly limits of petrol consumption have exceeded the ceiling limit fixed and in the case of excess consumption whether it has been ratified by the Collector. (2) The average mileage done per gallon is worked out and recorded at the end of each month in the Log Book. (3) All repairs and servicing have been entered. (To be compared with the Contingent Register.) (4) Quantity of petrol consumed has been correctly noted with supplier's bill, amount, etc. (To be checked with the Contingent Register.) (5) The stocks of spare parts, etc., have been periodically verified.
22 Security Register— (a) (Register of valubles received in office.)	C.F. 287 ..	Memo. No. 50, Pub., (CP. Accts.)/52-1, dated 3rd October 1952.	Project Offices .. Block Offices (Community Development).	(a) In this register, the receipts and disposal of all valuables received in tapals are entered.	To see whether all valuables received have been properly accounted for.

Serial number and name of the register.	Form number.	Authorit prescribing the register.	Name of the offices which should maintain the register.	Objects of the register.	Important points to be examined in audit besides seeing that the Code Rules and other orders issued by Government are duly observed.
(1)	(2)	(3)	(4)	(5)	(6)
A. GENERAL REGISTERS (ACCOUNTS REGISTERS ON THE CIVIL SIDE)—*cont.*					
(b) Register of Securities.		Memo. No. 410, Pub., R.D.P.-IX/54-1, dated 20th August 1954.	Block Offices (National Extension Service).		To see whether— (1) Proper securities have been taken from the persons who should furnish the security according to the Government orders. (2) Securities are sent to the treasury for safe custody as required in paragraph 285 of Madras Financial Code, Volume I, and periodical verifications of this existence is made. (Memorandum No. 5130/57-1, dated 10 September 1957.) (3) The security bonds are kept in safe custody by the head of the office and renewed every year. (4) There is any premature return of security.
		Memo. No. 410, Pub., R.D.P.-IX/54-3, dated 11th October 1954.	Training Centres ..	(b) This register contains particulars of securities taken from employees who are required to furnish the same under orders of Government.	
23 Stock Register of office stores and furniture.	C.F. 168-A	Memo. No. 50, Pub., (CP. Accts.), dated October 1952. Memo. No. 410, Pub., R.D.P.-IX/54-1,	Project Offices .. Block Offices (Community Development). Block Offices (National Extension Service).	To show the item wise stocks of all kinds of stores and furniture supplied or purchased for the office.	Whether— (1) The stocks have been periodically verified by the officer and the fact recorded in the register.

		dated 20th August 1954. Memo. No. 410, Pub., R.D.P. IX/54-3, dated 11th October 1954.	Training Centres ..		(2) The pages have been serially numbered and a certificate of count of pages has been recorded on the inside of the front wrapper of the register. (3) A proper index has been put up.
24 Register of Service Books and Rolls.	C.F. 204 ..	Memo. No. 50, Pub. (CP. Accts.)/52-1, dated 3rd October 1952. Memo. No. 410/54-1, Pub., R.D.P. IX, dated 20th August 1954. Memo. No. 410/54-3, Pub., R.D.P. IX., dated 11th October 1954.	Project Offices .. Block Offices (Community Development). Block Offices (National Extension Service). Training Centres ..	To show the name and designation of the Government servants for whom Service Registers or Rolls have been opened with the date of opening and the date of quinquennial attestation of the entries.	To be verified with the Service Books or Rolls available in office. Whether Service Books or Rolls have been opened in respect of all Government servants and whether entries are up to date. Whether the leave accounts have been correctly worked out.
25 Register of Books received.	C.F. 6 ..	Memo. No. 50, Pub. (CP. Accts.)/52-4, dated 6th December 1954. Memo. No. 410/54-1, Pub., R.D.P. IX, dated 20th August 1954. Memo. No. 410/54-3, Pub., RDP. IX, dated 11th October 1954.	Project Offices .. Block Offices (Community Development). Block Offices (National Extension Service). Training Centres ..	All books and literature received from the C.P.A. and other sources whether received free or on payment should be entered in this register. Locally issued pamphlets received free need not be entered.	(1) Whether all books received have been brought to account and whether the stocks have been periodically verified by the head of the office and the necessary certificate recorded in the register. (2) The invoices forwarding the books should be verified with this register to see whether all the items are brought to account.

Serial number and name of the register.	*Form number.*	*Authority prescribing the register.*	*Name of the offices which should maintain the Register.*	*Objects of the register.*	*Important points to be examined in audit besides seeing that the Code Rules and other orders issued by Government are duly observed.*
(1)	(2)	(3)	(4)	(5)	(6)
		A. GENERAL REGISTERS (ACCOUNTS REGISTERS ON THE CIVIL SIDE)—*cont.*			
26 Cash Remittance Book.	..	Memo. No. 60004, Pub. (R.D.P. Accts.) B 55-1, dated 17th December 1955.	Project Offices .. Block Offices (Community Development and National Extension Service). Training Centres ..	The register is to show the remittance sent to the treasury and the name and designation of the person taking the money.	Whether the register is maintained and proper precautions taken in sending the money to the treasury to prevent loss.
27 Register of Bill Books and Receipt Books.	..	Memo. No. 69597, Pub., R.D.P. VIII/54-1, dated 18th August 1954.	Project Offices .. Block Offices (Community Development and National Extensive Service).	To exercise sufficient control over the receipt and issue of bill books.	Whether— (1) A certificate of the count of pages in each book is recorded on the outer cover before its issue. (2) All bill and receipt books issued have been got back after completion and kept in the offices for safe custody. (3) The stocks have been periodically verified by the head of the office.

28 Register of Losses	Memo. No. 45916, Agri., D. VIII/54, dated 10th Apr. 1954.	Project Offices .. Block Offices (Community Development).	To show the losses sustained and their write-off.	Whether losses have been written off under orders of competent authority and the number and date of the order duly noted against each item.
	Memo. No. 410, Pub., R.D.P. IX/54-1, dated 20th August 1954.	Block Offices (National Extension Service).		
	Memo. No. 410, Pub., R.D.P. IX/54-3, dated 11th October 1954.	Training Centres ..		
29 Register for watching materials and equipment supplied under Technical Co-operation Agreement. ..	Memo. No. 27552, Public (R.D.P.) VII/52-7, dated 15th September 1954 and Memo. No. 2349, Public (R.D.P.)/55-1, dated 26th August 1955.	Project Offices, Block Offices (Community Development and National Extension Service).	The materials supplied under the Technical Co-operation Agreement are to be entered in this register.	To be checked with contingent bills and invoices to see whether all materials received are properly accounted for.
30 Register and Atlas of Works and Map for Local Development Works. ..	Memo. No. 4956, Public (R.D.P.) VI/55-3, dated 24th November 1955.	Collector's Office (for Local Development Works).	To show all the Local Development works executed in the district.	To see whether the register up to date.

Serial number and name of the register.	Form number.	Authority prescribing the register.	Name of the offices which should maintain the register.	Objects of the register.	Important points to be examined in audit besides seeing that the Code Rules and other orders issued by Government are duly observed.
(1)	(2)	(3)	(4)	(5)	(6)
A. GENERAL REGISTERS (ACCOUNTS REGISTERS ON THE CIVIL SIDE)—*cont.*					
31 Loan Accounts—				The Register of Applications in Form 15 serves the purpose of Personal Register in so far as loan applications are concerned. Form 16 is an index to the Register of Applications. In Form 17, the Sub-Registrar concerned is informed of the encumbrances of lands created by the grant of loans. The Register in Form 19 is to show the daily disbursements against the sanctioned allotment with particulars of names of loanees and the amount paid. The purpose for which the loan sanctioned is served is watched through the register in Form 35.	Whether— (1) the instructions for the maintenance of the registers are generally followed; (2) the powers of sanctions have not been exceeded; (3) acquittances have been forwarded to Collector; (4) amounts are not drawn for in excess of immediate requirements and the amounts drawn are completely accounted for; (5) loan records have been handed over to the Taluk office; (6) advices in Form 20 are correctly prepared; (7) acknowledgments of the Sub-Registrar for the intimations in Form 17 have been filed in the office copies of the Form; (8) the allotment is noted correctly in Form 19; and (9) sanction orders have been recorded in the officer's own handwriting.
(1) Register of Applications.	15	Madras Loans (Takkavi) Manual.	Project Offices, Block Offices (Community Development and National Extension Service).		
(2) Index	16				
(3) Advice to Sub-Registrar.	17				
(4) Acquittance from loanees.	. .				
(5) Register of daily disbursements.	19				
(6) Register for watching completion.	35				
(7) Register of disbursements in camp.	41				

(8) Special Cash Book for short-term loans.	..	Memo. No. 1977, Public (R.D.P.)-VIII/54-1, dated 21st October 1954.	Project Offices, Block Offices (Community Development and National Extension Service).	Register in Form 41 serves the purpose of cash book. The special cash book is intended to show the particulars of moneys drawn from the treasury, sums withheld from ryots on account of manures to be delivered to them against supply orders and amounts paid towards the cost of seeds and manures.	
(9) Register showing the particulars of short-term loans to agriculturists for the purchase of pumpsets.	..	Memo. No. 2311, Public (R.D.P.)-VIII/54-1, dated 7th March 1955.	Project Offices, Block Offices (Community Development and National Extension Service).	This register contains particulars of short-term loans granted for purchase of pumpsets, such as, amount of loan sanctioned, date of payment to the firm, date of agreement, date when the loan records were handed over to Tahsildar, etc.	To see whether the loan amount does not exceed the limits fixed by Government and whether the several columns are filled up properly.

Serial number and name of the register.	*Form number.*	*Authority prescribing the register.*	*Name of the offices which should maintain the register.*	*Objects of the register.*	*Important points to be examined in audit besides seeing that the Code Rules and other orders issued by Government are duly observed.*
(1)	(2)	(3)	(4)	(5)	(6)
		A. General Registers (Accounts Registers on the Civil Side)—*cont.*			
32 Agricultural Depot					
Accounts—					Whether—
(1) Stock Register of Materials.	STS. 1 ..	Memo. No. 22854, Public (C.P. Audit), 53-1, dated 30th July 1953.	Project Offices, Block Offices (Community Development and National Extension Service).	The Stock Register shows the receipts, issues and balances of materials.	(1) the certificate of count of pages in all registers is furnished; (2) the sale-proceeds realized have been correctly remitted into the treasury without delay (entries in the Cash Book to be verified with chalans and A.V. 8 receipts); (3) the prices have been correctly fixed and charged for the various kinds of materials; (4) physical verification of stock is done periodically and the fact recorded in the registers; and (5) the shortages noticed have been regularized by orders of competent authority and the number and date of such order duly noted in the relevant pages
(2) Sales Day Book.	STS. 3 ..	Do.	Do.	In the Sales Day book, separate pages are allotted for the various kinds of materials and the sales on each day are recorded in it.	
(3) Remittance Register.	..	Do.	Do.	The remittance register will show the amount remitted into the treasury and the name of the person who takes the money.	
(4) Receipt Books.	A.V. 8 ..	Do.	Do.		
(5) Cash Book ..	C.F. 119 ..	Do.	Do.	The cash book is maintained to show the total amount of cash received and remitted on account of sale.	
(6) Stock Register of gunnies.	STS. 4 ..	Memo. No. 25975, Agri. D-VIII/53-6, dated 1st April 1954.	Do.		
(7) Control Stock Register.	..	Do.	Project Offices only ..		
(8) Deadstock Register.	..	Do.	Do. ..		

				Receipts to the parties for the supply of materials are issued in A.V. 8 showing the name of the party, the amount realized towards the supply made and the quantity supplied. The Stock Register of gunnies is intended to watch the stock position of gunnies. Through the Stock Register in the Project Offices, the stock position in the several depots is ascertained and transfer of stocks from one depot and another is made.	in the Stock Register.
33 Khadi Accounts— (1) Spinners and Weavers Inspection Register. (2) Stock Register of Cotton (including kapas, lint slivers and other articles). (3) Monthly return for cotton, charkas and other implements.	.. .. ..	Memo. No. 896, Public (R.D.P.)-Accts-B/54-4, dated 4th August 1955.	Project Offices, Block Offices (Community Development).	To ensure that khadi stores distributed to beneficiaries are put to proper use and in the case of sale at subsidized rates, the proportionate cost together with incidentals are recovered in full.	Whether— (1) the instructions contained in Memo. No. 896, dated 4th August 1955, have been closely observed in the maintenance of the registers; (2) frequent inspections have been done and the stocks periodically inspected and the certificate recorded in the Stock Register;

Serial number and name of the register.	*Form number.*	*Authority prescribing the register.*	*Name of the offices which should maintain the register.*	*Objects of the register.*	*Important points to be examined in audit besides seeing that the Code Rules and other orders issued by Government are duly observed.*
(1)	(2)	(3)	(4)	(5)	(6)
		A. General Registers (Account Register on the Civil Side)—*cont.*			
(4 Register showing distribution of charkas. (5) Written undertaking to be obtained from beneficiaries.	.. ..				(3) undertakings have been obtained from the beneficiaries and are serially numbered for each official year and kept in safe-custody by the head of the office; and (4) in cases of subsidized sales, proportionate cost together with all incidentals are recovered in advance before entrusting the equipments.
34 Register to watch the transactions of Wardha Ghani.	....	Memo. No. 322, Public (R.D.P.) II/55-2, dated 30th June 1955.	Project Offices and Block Offices (Community Development and National Extension Service).	In this register, the transactions relating to Wardha Ghani units established in Blocks and Project areas are accounted for.	Whether the register is correctly maintained in accordance with the instructions issued by the Government.
35 Register of progressive expenditure with reference to schematic budget.	....	N.E.S. 3	Block Development Offices (National Extension Service).	To watch the progress of expenditure.	(1) Whether the allotments made under each sub-head have been properly allocated. (2) Whether the Government share of the expenditure has been properly posted.

B. WORKS ACCOUNTS.

1 Annual register of materials at site of works.	P.W.D. VI-83-C.	Memo. No. 48080, Agri. D. VII/54, dated 12th July 1954 and Memo. No. 5, Pub. (R.D. P. IX) 54 1, dated 19th July 1954.	Project Offices, Block Offices (Community Development Block Offices and National Extension Service).	Intended to know the actual total consumption of materials for a work as compared with the estimated quantity of materials.	Whether— (1) that the register is posted up to date and the entries are correct; and (2) proper action has been taken to dispose of surplus materials and/or dismantled materials.
2 Construction operation ledger.	....	Do.	Revenue Divisional Office (Local Development Works), Project Offices, Block Offices (Community Development and Block Offices, National Extension Service).	This is a comprehensive works ledger showing all kinds of payments made for the work.	(1) An index has been put up. (2) Whether entries have been made correctly (to be checked with the Contingent Register, Register of Receipts and the Disbursing Officer's Register of Expenditure and Liabilities). (3) Whether the quanta of contributions received *in kind* from the beneficiaries for the various works have been properly recorded. (Memorandum No. 5130/57-1-dated 10th September 1957.)
3 Contractor's ledger..	P.W.D. VI-91.	Memo. No. 48080, Agri. D. VIII/54-3, dated 12th July 1954.	Project Offices and Block Offices (Community Development).	This register shows the money due to and from the contractor and their adjustments.	(1) The ledger is maintained in accordance with the instructions on the subject. (2) Extracts have been submitted with monthly accounts. (3) Action has been taken in respect of balances due from and to beneficiaries outstanding for over three months.

Serial number and name of the register.	*Form number.*	*Authority prescribing the register.*	*Name of the offices which should maintain the register.*	*Objects of the register.*	*Important points to be examined in audit besides seeing that the Code Rules and other orders issued by Government are duly observed.*
(1)	(2)	(3)	(4)	(5)	(6)
			B. WORKS ACCOUNTS—*cont.*		
4 Transfer entry book.	P.W.D. D.-VI,	Memo. No. 48080, D. VII/54·3, dated 12th July 1954.	Project Office and Block Offices (Community Development).	For proposing transfer entries for rectifying misclassification.	Whether prompt action has been taken to adjust cost of materials transferred from one work to another and for setting right misclassification of charges.
5 Register of sanction to fixed charges.	....	Memo. No. 48074, Agri. D. VIII/54-2, dated 12th July 1954 and Memo. No. 5, Pub. (R.D.P. IX)/54-1, dated 19th July 1954.	Revenue Divisional Office (for Local Development and Works), Block Offices (Community Development Block Offices and National Extension Service).	For watching that expenditure on work charged establishment is within the prescribed percentage of works.	Whether there is provision in the estimates concerned for the pay of the establishment. Whether proper sanction has been obtained. Whether pay charged is within the prescribed rate.
6 Register of sanctioned estimates.	....	Memo. No. 90951, Public (R.D.P.) VIII/54-1, dated 28th March 1954 and Memo. No. 5, R.D.P. IX/54-3, dated 21st October 1954.	Collector's Office, Revenue Divisional Office (for Local Development Works), Block Offices (Community Development Block Offices and National Extension Service) and Project Offices.	The register shows the particulars of all estimates sanctioned and dates of commencement and completion of works.	(1) Whether numbering has been correctly done. (2) Whether the sanctions are in order. (3) Whether all the columns in the Register have be n posted and it is kept up to date. The column estimated cost should bo split to show the share of the Centre state and beneficiaries. (4) Whether the entries in the register are attested and whether monthly review is being made.

7 Register of agreements.	....	Memo. No. 48080, Agri. D. VIII/54–1, dated 12th July 1954.	Revenue Divisional Office (for Local Development Works), Project Offices. Block Offices (Community Development and National Extension Service).	This shows all the agreements accepted.	(1) Whether all agreements have been numbered and entered in the register. (2) Whether the columns have been properly posted up (to be compared with the agreements). (3) Whether agreements have been accepted by competent authority. (4) Whether the original agreements are kept in the safe custody of the head of the office.
8 Register of measurement books.	P.W.D. XVII.	Memo. No. 5, Public (R.D.P.) IX/54-1, dated 19th July 1954 and Memo. No. 48080- Agri. D. VIII/54-1, dated 12th July 1954.	Revenue Divisional Office (for Local Development Works) Project Offices, Block Offices (Community Development and Block Offices, National Extension Service).	This book is a stock register of measurement books.	(1) Whether the register is in the prescribed form and up to date. (2) To see that no book remains outside for over two years without being returned to record. (3) To verify the stock and note the result.
9 Register of nominal muster rolls.	....	Memo. No. 5. Public (R.D.P.) IX/54–1, dated 19th July 1954.	Revenue Divisional Office (for Local Development Works) Block Offices (Community Development and Block Offices, National Extension Service).	This is a register of all Muster Rolls paid.	(1) Whether entries are correc and up to date. (2) Whether the officer has reviewed the register periodically.

Serial number and name of the register.	Form number.	Authority prescribing the register.	Name of the offices who should maintain the register.	Objects of the register.	Important points to be examined in audit besides seeing that the Code Rules and other orders issued by Government are duly observed.
(1)	(2)	(3)	(4)	(5)	(6)
			B. WORKS ACCOUNTS—*cont.*		
10 Register of tools and plant.	....	Memo. No. 2832, Public (R.D.P.) Accts. B/55-1, dated 23rd September 1955.	Revenue Divisional Office (for Local Development Works Project Offices, Block Offices (Community Development and Block Offices, National Extension Service).	This is a stock register of tools and plant.	Whether the stocks have been periodically verified and action taken in respect of shortages and breakages noticed.
11 Register of surplus materials.	....	Memo. No. 4486, Public (R.D.P.) VIII/54-1, dated 26th May 1955.	Revenue Divisional Office (for Local Development Works).	This register shows the disposal of all materials procured departmentally and found surplus to the requirements of works.	To be examined with Materials-at-site Account. To see that surplus materials have been duly disposed of and the proceeds credited to the works concerned.
11A Numerical account of materials received.	....	Memo. No. 4898, Public (R.D.P.) Accts. B/55-1, dated 2nd August 1955.	Project Offices, Block Offices (Community Development), and (National Extension Service), Project Executive Offices and Block Development Offices (Community Project).	To watch the receipt and distribution of materials.	To be examined with the invoices and U.S.Rs.

12 Register of check-measurements.	....	....	Revenue Divisional Office (for Local Development Works, Project Offices, Block Offices (Community Development) and Block Offices (National Extension Service).	This is for watching the post check-measurements of works paid without checkmeasurements and where heavy payments are involved check-measurement should be made expeditiously and before payment is made.	To see whether all part bills paid without checkmeasurements have been recorded in the register and whether post-check measurement done without delay.

(63)

G.O. Ms. No. 1422, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 20TH APRIL 1956.

[Accounts—Classification of expenditure on Village Road Development Co-operative Scheme—Accounting procedure—Orders passed.]

READ—the following papers :—

G.O. Ms. No. 21, Public, dated 3rd January 1956.

From the Accountant-General, Madras, dated 29th February 1956, No. D.A. IX. N.E.S. IV/530.

Order—No. 1422, *Public (Rural Development Projects), dated 20th April* 1956.

The Accountant-General, Madras, suggested that as the accounts of the Government of India grant for the "Village Road Development Co-operative Scheme" booked under the head "Subventions from the Central Road Fund" were kept *pro forma* in full detail, there was no need for the detailed head prescribed in paragraph 4 of the Government Order cited under the sub-head "Subventions from the Central Road Fund."

The Government accept the suggestion of the Accountant-General and order that the following detailed head under the sub-head "(*a*) Subventions from the Central Road Fund", prescribed in paragraph (4) of the Government Order cited, be deleted :—

"C. Grant from the Reserve with the Government of India (ordinary) Reserve on account of Village Road Development Co-operative Scheme."

(64)

G.O. Ms. No. 1445, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 23RD APRIL 1956.

[National Extension Service—Submission of the monthly statement of expenditure, receipts, etc., and maintenance of registers at the Collector's office—Procedure to be followed—Instructions issued.]

READ—the following papers :—

G.O. R. No. 257, Public (Rural Development Projects), dated 21st February 1955.

Memorandum No. 5543-C/55-5, Public (Rural Development Projects) Accts., dated 20th September 1955.

G.O. Ms. No. 358, Public (Rural Development Projects), dated 31st January 1956.

G.O. Ms. No. 1178, Public (Rural Development Projects), dated 24th March 1956.

Order—No. 1445, Public (Rural Development Projects), dated 23rd April 1956.

In the Government Order third read above, the decision of the Community Projects Administration to revise the schematic heads of National Extension Service blocks to correspond to the programme heads for a Community Development block was communicated. In the Government Order fourth read above, the Government, in order to secure uniformity and simplification in accounts extended the classification of the financial heads also to accord with the financial heads under the Community Development block programme. In the memorandum second cited, the form in which statement of expenditure should be submitted to Government for National Extension Service scheme was standardised and communicated to the Collectors. The forms prescribed have been revised again to accommodate the financial heads authorised in the Government Order fourth read above and have been ordered to be supplied to the Collectors in Memorandum No. 16705/RDP-Accts.-C/56-2 and 4, Public (Rural Development Projects), dated the 5th March 1956 and 2nd April 1956.

2. In furtherance of the instructions contained in G.O. R. No. 257, Public (Rural Development Projects), dated the 21st February 1955, the following procedure should be observed in obtaining the statements of expenditure, receipt, etc., from the Block Development Officers, consolidating the statements of all National Extension Service blocks in a district and submitting the statements of expenditure and receipts for the district as a whole in regard to the National Extension Service scheme. In the annexure, a list of statements to be obtained from the Block Development Officers and the returns to be submitted to the Government by Collectors are indicated for guidance :—

Statement of expenditure.—The extracts from the Disbursing Officers' register of expenditure and liabilities (National Extension Service Form No. 1) should be obtained from each of the Block Development Officers in the manner laid down by Government in the Government Order first read, with full particulars. In addition, a blockwise statement of expenditure in Form N.E.S. No. 15 should also be prepared *in duplicate*. The extract from the Disbursing Officers' register of expenditure and liabilities (N.E.S. No. 1) and one copy of the statement of expenditure in Form N.E.S. No. 15 should be filed in the Collector's office after effecting necessary reconciliation and posting in the registers maintained in the Collectorate. The second copy of the statement of expenditure in N.E.S. No. 15 should be submitted to Government along with the consolidated statement of expenditure for the district as a whole prescribed in Form N.E.S. No. 14. All the registers prescribed should be maintained in the Collectorates as laid down in the Government Order first read above.

Register of receipts.—In obtaining the extracts of the statement of receipts (N.E.S. No. 6) from the Block Development Officers the procedure prescribed above in the submission of the statement of

expenditure should be followed. The statement of receipts in N.E.S. No. 11 will be prepared in duplicate by the Block Development Officer, one copy of which will be maintained by the Collector in his office and another copy submitted to Government along with the consolidated statement of receipts prescribed in N.E.S. No. 16.

Expenditure statement of Loans.—Returns should be obtained in manuscript from the Block Development Officers and a consolidatd statement prepared in the Form N.E.S. No. 17 and submitted to the Government.

3. To standardize the procedure to be followed in the matters of reconciliation of departmental and Treasury figures, the Government have issued clear instructions, in G.O. Ms. No. 41, Public (Rural Development Project), dated 4th January 1956. The Collectors should issue suitable instructions to the Block Development Officers and instruct them to depute their Accountants to the Huzur Treasury for reconciliation work before the 4th of each month. They are also requested to see that the Accountants of the Block Development Officers bring with them the necessary extracts of expenditure, receipts, etc., referred to above and hand over the statements after effecting reconciliation with the Treasury figures to the Collectors for consolidation and submission to Government. The Collectors, on their part, should issue suitable instructions to their staff to see that the consolidated figures given for all the blocks for the district as a whole agree with the figures incorporated in the Treasury accounts. If the process of comparing the departmental figures is done even before the despatch of the Treasury accounts to the Accountant-General, as has been emphasised by the Government from time to time, there will be no case of variation of departmental and Accountant-General's figures at the State level. For isolated cases of differences, which are not possible of correction on the spot, full particulars such as Huzur voucher number, correct head of debit, etc., should be furnished in the relevant column provided in Form N.E.S. No. 14.

4. The Government wish to emphasise that the need for the maintenance of the initial records in the Collector's office should receive the paramount attention of the Gazetted Assistant to the Collector who is nominated for attending to the work. The Collectors may, at convenient intervals, i.e., once in a quarter, should call for the registers and conduct a review to see that the registers are being posted systematically and that the returns due to Government are *directly derived* from the registers. These registers should be produced for the use of the audit staff (both departmental and the Accountant-General). The Collectors are requested to instruct the staff and the Block Development Officers to closely observe these instructions and prepare the statements of expenditure, loans and receipts in accordance with the instructions commencing from April 1956.

5. Instructions relating to the maintenance of accounts, their consolidation and submission of the returns to the Government by

the Collectors in respect of Community Development Blocks have already been issued in G.O. No. 1220, Public (Rural Develompent Project), dated the 27th March 1956.

6. The Government also wish to avail this opportunity to caution the Collectors that any lapses that may be noticed in the submission of the statement of expenditure, etc., to Government or non-maintenance of the accounts and registers in the Collectorates and offices of the Block Development Officers will be viewed seriously and that the persons concerned will be strictly put on their defence for non-observance of the orders of the Government.

ANNEXURE.

PARTICULARS OF STATEMENTS OF EXPENDITURE AND RECEIPTS DUE EACH MONTH.

Particulars of returns.	*Return due from Block Development Officer to Collector.*	*Return due from Collectors to Government.*
(1)	(2)	(3)
1 Extract of Disbursing Officers' register of expenditure and liabilities in (N.E.S. No. 1).	Due to Collector ..	....
2 Statement of expenditure for the Month in N.E.S. No. 15.	In Duplicate to Collector.	One copy to Government (N.E.S. No. 15).
3 Extract of register of Receipts in N.E.S. No. 6.	Due to Collector ..	....
4 Statement of receipts in N.E.S. No. 11.	In duplicate to Collector.	One copy to Government (N.E.S. No. 11).
5 Statement of Loans in N.E.S. No. 17.	Due in manuscript to Collector.	Due in N.E.S. No. 17 to Government.
6 Consolidated statement of expenditure in N.E.S. No. 14.	....	Due to Government.
7 Consolidated monthly statement of receipts in N.E.S. No. 16.	....	Do.

(65)

G.O. Ms. No. 1913, PUBLIC [RURAL DEVELOPMENT PROJECTS—ACCOUNTS-(C)], DATED 29TH MAY 1956.

[Community Development Programme—Accounts—Reconciliation of departmental figures with those in Accountant-General's books—Default in furnishing reconciliation—Certificates—Instructions.]

READ—the following papers :—

G.O. Ms. No. 41, Public (Rural Development Project), dated 4th January 1956.

G.O. Ms. No. 1220, Public (Rural Development Project), dated 27th March 1956 (addressed to Collectors and copies to Block Development Officers Community Projects).

G.O. Ms. No 1445, Public (Rural Development Project), dated 23rd April 1956 (addressed to the Collectors and copies to Block Development Officers, National Extension Service).

Memorandum No. 42627 A.B.G./56-1, Finance, dated 2nd May 1956.

Order—No. 1913, *Public [Rural Development Projects—Accounts-(C)], dated* 29*th May* 1956.

A copy of the Memorandum fourth read above, is communicated to the Collectors of all districts, except Madras, and their attention is invited to the instructions contained in the Government Orders read above with particular reference to

(*a*) the reconciliation of departmental figures even before the despatch of Treasury accounts to the Accountant-General by the staff of the Collectors and Block Development Officers; and

(*b*) the submission of the statements of expenditure receipts, loans in the standardised forms with all particulars of discrepancies, if any, on the due dates to Government.

2. In view of the serious view taken by the Public Accounts Committee, the Government request the Collectors to bestow their personal attention to the matter and to see that all the returns are sent to the Government on the due dates in a complete form so as to facilitate the furnishing of the reconciliation certificate to the Accountant-General, Madras, promptly. They are also requested to issue suitable instructions to their staff and to the Block Development Officers about the imperative need to set high standards, so far as this department is concerned, and to caution them that the Government will be constrained to enforce the procedure set out in paragraph 6 of the Goverment Order third read above, if any, lapses are noticed.

ENCLOSURE.

Finance Memorandrum No. 42627-A/B.G /56-1, *dated 2nd May* 1956.

[Accounts—Reconciliation of departmental figures with those of the Accountant-General's office—Default by Controlling Officers—Instructions issued.]

The Government have from time and again impressed on all the heads of departments the need for the prompt reconciliation of the departmental figures of expenditure with those of the Accountant-General. In his report on the Appropriation Accounts of the year 1951–52, the Accountant General brought to notice the fact of some improvement in this regard. The Public Accounts Committee which considered the accounts of the year 1951–52 expressed the view that notwithstanding considerable improvement in the position, it would like the percentage of arrears to go down still further and that the chief controlling officers should be held personally responsible for such delays in future. The Government expect all chief controlling officers to best their personal attention to this matter and to see that all possible steps are taken to reduce the arrears and that certificates of reconciliation are sent to the Accountant-General promptly. They are also informed that the Government will be constrained to take severe disciplinary action against the officers at fault, if avoidable delays are reported by the Accountant-General to the Government in future.

(66)

G.O. Ms. No. 1575, PUBLIC [RURAL DEVELOPMENT PROJECTS—ACCOUNTS-(A)], DATED 13TH MAY 1957.

[Community Projects and National Extension Service—Classification expenditure as " Recurring " and " Non-Recurring "—Revision of detailed heads—Orders issued.]

READ—the following paper :—

From the Accountant-General, Madras, No. D.A. VIII/C.P. General/4-13/679, dated 11th February 1957.

Order—No. 1575, Public [Rural Development Projects—Accounts-(A)], dated 13th May 1957.

At present there are two groups of detailed heads under the minor head " Project/Block Headquarters, viz., (1) pay of officers, (2) pay of establishment, etc., viewed as one group and (2) other charges/office contingencies viewed as other group and two detailed heads under each of the other minor heads, viz., " works " and other heads under each of the other minor heads, viz., " Works ", and " Other charges ". In order to facilitate and check of " Recurring " and " Non-Recurring " expenditure in the statement of expenditure sent by this Government to the Ministry of Community Development, the Accountant-General, Madras, has suggested the break up of the existing detailed, heads " Other charges " and office contingencies into Recurring and Non-Recurring.

The Government have examined the suggestion and agree with the views of the Accountant-General, Madras, and authorise the opening of the minor, sub and detailed heads in the place of the existing ones as indicated in column (2) of the statement annexed. The Accountant-General, Madras, is requested to issue suitable instructions to the Treasury Officers to maintain the Treasury accounts under the revised financial heads authorised in column (2) of the Annexures I and II.

The Collectors, Block Development Officers (Community Development and National Extension Service) are requested to note the revised minor, sub and detaild heads relating to their scheme and maintain the accounts accordingly commencing from April 1957.

ANNEXURE I.

REVISED CLASSIFICATION HEADS UNDER " 63-B. COMMUNITY DEVELOPMENT PROJECT, NATIONAL EXTENSION SERVICE AND LOCAL DEVELOPMENT WORKS—(1) COMMUNITY DEVELOPMENT PROJECT.

Existing heads.		*Revised heads from 1st April 1957.*	
Minor head.	*Sub and detailed head.*	*Minor head.*	*Sub and detailed head.*
(1)	(2)	(3)	(4)
Supervision. .	1 Pay of Officers.	Supervision. .	1 Pay of Officers.
	2 Pay of Establishment.		2 Pay of Establishment.
	3 Allowances— Travelling Allowance and other Compensation Allowance. Dearness Allowance.		3 Allowances— Travelling Allowance and Other Compensation Allowance. Dearness Allowance.
	4 Other Charges— Office contingencies. Other charges.		4 Office contingencies— (a) Recurring. (b) Non-recurring.
			5 Other charges— (a) Recurring. (b) Non-recurring.

Existing heads.		*Revised heads from 1st April 1957.*	
Minor head.	*Sub and detailed head.*	*Minor head.*	*Sub and detailed head.*
(1)	(2)	(3)	(4)
Project/block head quarters.	1 Pay of Officers. 2 Pay of Establishment. 3 Allowances— Travelling Allowance and Other Compensation Allowance. Dearness Allowance. Travelling Allowance to Social Educational Organisers. 4 Other Charges— Office contingencies. Other Charges. Leave salary and Pension Contribution. 5 Dollar equipment and materials received as loan from Government of India. 6 Expenditure on buildings for Office and Depot. 7 Training of Village Youth Leadership.	Project/block head quarters.	1 Pay of Officers. 2 Pay of Establishment. 3 Allowances— Travelling Allowance and Other Compensation Allowance. Dearness Allowance. Travelling Allowance to Social Educational Organisers. 4 Office contingencies— (*a*) Recurring. (*b*) Non-recurring. 5 Other charges— (*a*) Recurring. (*b*) Non-recurring. 6 Leave Salary and Pension contribution—Recurring. 7 Dollar equipment and materials received as loan from the Government of India (Non-recurring). 8 Expenditure on building for Office and Depot (Non-recurring). 9 Training of Village Youth Leadership.
Animal Husbandry and Agriculture Extension.	1 Fertilisers. 2 Works. 3 Other charges.	Animal Husbandry and Agriculture Extension.	*Works.* Other charges— (*a*) Recurring. (*b*) Non-recurring.
		Irrigation and Reclamation.	Non-recurring.
Health and Rural Sanitation.	Works. Other charges.	Health and Rural Sanitation.	Works. Other charges— (*a*) Recurring. (*b*) Non-recurring.
Education ..	Works. Other charges. *Deduct*—Amount transferred from 47. Miscellaneous Departments-K. Development Schemes— Harijan Welfare Department.	Education ..	Works. Other charges— (*a*) Recurring. (*b*) Non-recurring. *Deduct*—Amount transferred from 47. Miscellaneous Departments-K. Development Schemes— Harijan Welfare Department.
Social Education.	Works. Other charges.	Social Education.	Works. Other Charges— (*a*) Recurring. (*b*) Non-recurring.

Existing heads.		Revised heads from 1st April 1957.	
Minor head.	Sub and detailed head.	Minor head.	Sub and detailed head.
(1)	(2)	(3)	(4)
Communication.	Works. Other charges.	Communication.	Works. Other charges— (a) Recurring. (b) Non-recurring
Rural Arts, Crafts and Industries.	Works. Other charges.	Rural Arts, Crafts and Industries.	Works. Other charges— (a) Recurring. (b) Non-recurring.
	Expenditure on commercial Schemes.		Expenditure on commercial schemes— (a) Non-Loan — Recurring. (b) Loan Non-Recurring—Recurring charges met from loan funds.
	Expenditure on charkas for subsidised sale.		Expenditure on charkas for subsidised sale—Non-recurring.

ANNEXURE II.

REVISED CLASSIFICATION HEADS UNDER "63-B. COMMUNITY DEVELOPMENT PROJECTS, ETC—(ii) NATIONAL EXTENSION SERVICE.

Existing heads.		Revised heads from 1st April 1957.	
Minor head.	Sub and detailed head.	Minor head.	Sub and detailed head.
(1)	(2)	(3)	(4)
Supervision. .	1 Pay of Officers. 2 Pay of Establishment. 3 Allowances— Travelling Allowance and Other Compensation. Dearness Allowance. 4 Other charges.	Supervision. .	1 Pay of Officers. 2 Pay of Establishment. 3 Allowances— Travelling Allowance and Other Compensation Allowance. Dearness Allowance. 4 Other charges— (a) Recurring. (b) Non-recurring.
Block headquarters.	1 Pay of Officers. 2 Pay of Establishment. 3 Allowances— Dearness Allowance. Travelling Allowance and Other Compensation Allowance. Travelling Allowance to Social Educational Organisers. Leave Salary and Pension Contributions. 4 Office contingencies. 5 Other charges.	Block headquarters.	1 Pay of Officers. 2 Pay of Establishment. 3 Allowances— Dearness Allowance. Travelling Allowance and Other Compensation Allowance. Travelling Allowance to Social Educational Organisers. Leave Salary and Pension Contributions. 4 Office contingencies— (a) Recurring. (b) Non-recurring. 5 Other charges— (a) Recurring. (b) Non-recurring.
Agriculture and Animal Husbandry Extension. Irrigation and Reclamation.	Works. Other charges.	Animal Husbandry and Agriculture Extension. Irrigation and Reclamation.	Works. Other charges— (a) Recurring. (b) Non-recurring. Non-recurring.

REVISED CLASSIFICATION HEADS UNDER "63-B. COMMUNITY DEVELOPMENT PROJECTS, ETC., (ii) NATIONAL EXTENSION SERVICE—*cont.*

Existing heads.		*Revised heads from 1st April 1957.*	
Minor head.	*Sub and detailed head.*	*Minor head*	*Sub and detailed head.*
(1)	(2)	(3)	(4)
Health and Rural Sanitation.	Works. Other charges.	Health and Rural Sanitation.	Works. Other charges— (*a*) Recurring. (*b*) Non-recurring.
Education ..	Works Other charges. *Deduct*—Amount transferred to 47. Miscellaneous Department— K. Development Schemes— Harijan Welfare Department.	Education ..	Works. Other charges— (*a*) Recurring. (*b*) Non-recurring. *Deduct*—Amount transferred to 47. Miscellaneous Department— K. Development Schemes— Harijan Welfare Department.
Social Education.	Works. Other charges.	Social Education.	Works. Other charges— (*a*) Recurring. (*b*) Non-recurring.
Communication.	....	Communication.	Works. Other charges— (*a*) Recurring. (*b*) Non-recurring.
Rural Arts, Crafts and Industries.	....	Rural Arts, Crafts and Industries.	Works. Other charges— (*a*) Recurring. (*b*) Non-recurring.

(67)

MEMORANDUM No. 143182-VI/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND MAY 1957.

[Community Development Programmes—Implementation of—Drawal of advances by Collectors—Accounting of—Instructions—Issued.]

[*Reference.*—G.O. Ms. No. 2067, Public, dated 11th June 1956.]

In the order cited, the Collectors have been permitted to draw advances for the implementation of schemes within the approved programme under the Community Development, National Extension Service and Local Development Works schemes and to adjust the advances sanctioned by detailed bills and vouchers, as soon as the transaction for which the advances were drawn is over. Advances are drawn for purchase of materials, such as iron and steel, cement, etc., which may be used in several works, the cost of which may have to be debited to different sub-heads. A similar proposition may arise in respect of advances for other purposes also. The Government direct that in all cases the advances be debited to " Suspense Account " in the first instance and adjusted later on by detailed bills.

(68)

G.O. Ms. No. 1744, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH MAY 1957.

[Community Projects—Converted Community Development Blocks of 1956–57 series—Expenditure on personnel at National Extension Service Stage treated as committed expenditure—Accounting of—Instructions issued.]

READ—the following papers :—

From the Ministry of Community Development, dated 11th January 1957, No. 38 (2)/BD/56.

From the Ministry of Community Development, dated 13th March 1957, No. 25 (6)/BD/56.

Order—No. 1744, *Public (Rural Development Projects), dated 28th May* 1957.

The Ministry of Community Development have decided that the expenditure on the block personnel retained on National Extension Service pattern and continued in the Converted Community Development Blocks should be treated as "committed expenditure" for the Second Five-Year Plan and will be financed separately. They therefore require a separate certified statement of expenditure in respect of "committed expenditure" on National Extension Service personnel retained in the converted blocks, for purpose of payment of the Centre's share of expenditure. Now the expenditure on the entire staff (including the National Extension Service staff continued in the Community Development Blocks after their conversion) is accounted for under the head "63-B. Community Development Projects, National Extension Service and Local Development Works—(1) Community Development Project —Project/Block Headquarters".

2. The Ministry of Community Development have proposed that for purpose of accounting, the committed expenditure on personnel should be classified under a new minor head and that the accounting procedure will be intimated in due course by the Ministry of Finance. As however separate accounts have to be rendered to the Government of India on account of committed expenditure from now for all the Community Development Blocks converted on or after 1st April 1956. The Government direct that a new sub-head of account "Committed expenditure on National Extension Service personnel retained in the Community Development Blocks" under the existing minor head "(*b*) Project/Block Headquarters" under "63-B. Community Development Project, National Extension Service and Local Development Works—(1) Community Development Project", be opened with the following detailed heads :—

1. Pay of Officers.
2. Pay of Establishment.

REVISED CLASSIFICATION HEADS UNDER "63-B. COMMUNITY DEVELOPMENT PROJECTS, ETC., (ii) NATIONAL EXTENSION SERVICE—*cont.*

Existing heads.		*Revised heads from 1st April 1957.*	
Minor head.	*Sub and detailed head.*	*Minor head*	*Sub and detailed head.*
(1)	(2)	(3)	(4)
Health and Rural Sanitation.	Works. Other charges.	Health and Rural Sanitation.	Works. Other charges— (*a*) Recurring. (*b*) Non-recurring.
Education ..	Works Other charges. *Deduct*—Amount transferred to 47. Miscellaneous Department— K. Development Schemes— Harijan Welfare Department.	Education ..	Works. Other charges— (*a*) Recurring. (*b*) Non-recurring. *Deduct*—Amount transferred to 47. Miscellaneous Department— K. Development Schemes— Harijan Welfare Department.
Social Education.	Works. Other charges.	Social Education.	Works. Other charges— (*a*) Recurring. (*b*) Non-recurring.
Communication.	....	Communication.	Works. Other charges— (*a*) Recurring. (*b*) Non-recurring.
Rural Arts, Crafts and Industries.	....	Rural Arts, Crafts and Industries.	Works. Other charges— (*a*) Recurring. (*b*) Non-recurring.

(67)

MEMORANDUM No. 143182-VI/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND MAY 1957.

[Community Development Programmes—Implementation of—Drawal of advances by Collectors—Accounting of—Instructions—Issued.]

[*Reference.*—G.O. Ms. No. 2067, Public, dated 11th June 1956.]

In the order cited, the Collectors have been permitted to draw advances for the implementation of schemes within the approved programme under the Community Development, National Extension Service and Local Development Works schemes and to adjust the advances sanctioned by detailed bills and vouchers, as soon as the transaction for which the advances were drawn is over. Advances are drawn for purchase of materials, such as iron and steel, cement, etc., which may be used in several works, the cost of which may have to be debited to different sub-heads. A similar proposition may arise in respect of advances for other purposes also. The Government direct that in all cases the advances be debited to " Suspense Account " in the first instance and adjusted later on by detailed bills.

(68)

G.O. Ms. No. 1744, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH MAY 1957.

[Community Projects—Converted Community Development Blocks of 1956–57 series—Expenditure on personnel at National Extension Service Stage treated as committed expenditure—Accounting of—Instructions issued.]

READ—the following papers :—

From the Ministry of Community Development, dated 11th January 1957, No. 38 (2)/BD/56.

From the Ministry of Community Development, dated 13th March 1957, No. 25 (6)/BD/56.

Order—No. 1744, *Public (Rural Development Projects), dated* 28*th May* 1957.

The Ministry of Community Development have decided that the expenditure on the block personnel retained on National Extension Service pattern and continued in the Converted Community Development Blocks should be treated as "committed expenditure" for the Second Five-Year Plan and will be financed separately. They therefore require a separate certified statement of expenditure in respect of "committed expenditure" on National Extension Service personnel retained in the converted blocks, for purpose of payment of the Centre's share of expenditure. Now the expenditure on the entire staff (including the National Extension Service staff continued in the Community Development Blocks after their conversion) is accounted for under the head "63-B. Community Development Projects, National Extension Service and Local Development Works—(1) Community Development Project —Project/Block Headquarters".

2. The Ministry of Community Development have proposed that for purpose of accounting, the committed expenditure on personnel should be classified under a new minor head and that the accounting procedure will be intimated in due course by the Ministry of Finance. As however separate accounts have to be rendered to the Government of India on account of committed expenditure from now for all the Community Development Blocks converted on or after 1st April 1956. The Government direct that a new sub-head of account "Committed expenditure on National Extension Service personnel retained in the Community Development Blocks" under the existing minor head "(*b*) Project/Block Headquarters" under "63-B. Community Development Project, National Extension Service and Local Development Works—(1) Community Development Project", be opened with the following detailed heads :—

1. Pay of Officers.
2. Pay of Establishment.

3. Allowances—

(*a*) Dearness Allowance.

(*b*) Travelling Allowance and Other Compensatory Allowance.

so that the figures for committed expenditure can be accounted for separately from 1st April 1957.

For purpose of rendering of half-yearly certified statement of expenditure to the Ministry of Community Development, the Block Development Officers should furnish a statement in the pro forma attached.

3. The expenditure on other staff and schemes should be continued to be debited to " 63-B. Community Development Project—National Extension Service and Local Development Works—(1) Community Development Projects and the half-yearly certified statement should be sent as is being done hitherto.

The Collectors and Block Development Officers are informed that the new sub-head account " Committed Expenditure on National Extension Service Personnel retained in Community Development Blocks, will be opened under (ii) National Extension Service instead of under (i) Community Development Projects.

[Memo. No. 70878, R.D.P. Accts. A/57-2, Public (Rural Development Projects), dated 2nd September 1957.]

ENCLOSURE.

Pro forma.—CERTIFIED STATEMENT OF " COMMITTED " EXPENDITURE ON NATIONAL EXTENSION SERVICE STAFF CONTINUED IN THE CONVERTED COMMUNITY DEVELOPMENT BLOCKS—STATEMENT FOR THE HALF-YEAR ENDING (FIGURE IN THOUSANDS OF RUPEES).

Particulars of Blocks.		
Yearwise services of the National Extension Service Blocks converted into Community Development Blocks—April or October.	*Number of Blocks for purpose of committed expenditure.*	*Date of completion of scheduled period of operation as National Extensian Service Blocks/Date of canversion into Community Development Blocks.*
(1)	(2)	(3)

Expenditure incurred during the half-year other than Loan (Recurring).	*Progressive expenditure incurred to end of the half-year Other than Loan (Recurring).*	*Remarks.*
(4)	(5)	(6)

(69)

G.O. Ms. No. 1927, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 15TH JUNE 1957.

[Community Projects and National Extension Service—Maintenance of accounts—Registers prescribed for Block offices—Adoption by Extension Officers (Agriculture)—Instructions issued.]

READ—the following papers :—

From the Director of Agriculture, dated 4th November 1956, No. Roc. E-5-1240/56.

From the Accountant-General, dated 22nd January 1957, No. DA. VIII Cp. Gl. 4-1/637.

Order—No. 1927, Public (Rural Development Projects), dated 15th June 1957.

In his letter cited, the Director of Agriculture has stated that [with reference to the Circular Memorandum No. 58305-RDP-Accounts-B/55-3, Public (Rural Development Projects), dated 9th April 1956] the Extension Officers (Agriculture) were maintaining the registers in substitution of those prescribed in the Agricultural Department Manual. He has pointed out in this connection that all items of expenditure in the Agricultural Departments except the pay and allowances of the Extension Officers have been ordered to be debited to the budget head of the Agriculture Department and that the Extension Officers (Agriculture) and Block Development Officers have to render proper accounts to the Agriculture Department in respect of such transactions. He has also stated that the accounts maintained by them are being audited by the Internal Audit Parties of the Agriculture Department. As the system of accounts prescribed for Community Development Officers closely follows the one prescribed for State Trading Scheme accounts, the Director of Agriculture considers that such an elaborate scheme of accounts is not necessary for the type of transactions that are expected to take place under " 40. Agriculture ". He has requested that the Extension Officers (Agriculture) may be permitted to adopt the system of accounts prescribed in the Agricultural Department Manual as amplified by executive instructions issued from time to time so as to secure uniformity in the accounts maintained by the various officers who operate on the Budget head of the Agriculture Department. The Accountant-General who was consulted in the matter has stated that there is no objection to the suggestion of the Director of Agriculture being accepted provided that it is ensured that the Block Development Officers do not find any difficulty in maintaining such registers separately from the registers pertaining to the transactions relating to " 63. B ".

The Government accept the suggestion of the Accountant-General and direct that the transactions relating to " 40. Agriculture " be accounted for as provided for in the Agricultural Departmental Manual as amplified by executive instructions from time to time by the Director of Agriculture.

(70)

G.O. Ms. No. 2275, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 26TH JULY 1957.

[Community Development Projects—Accounts—Opening of a sub-major head " D. General " under the major head " 63-B "—Classification and accounting procedure—Orders issued.]

READ—the following papers :—

From the Government of India, Ministry of Finance, dated 3rd January 1957, No. F-1 (140)/B/56.

From the Comptroller and Auditor-General, New Delhi, dated 29th January 1957, No. 129-AC/280-AC-56.

From the Accountant-General, Madras, dated 20th February 1957, DA. VIII/CP. Gl. 4. 16/711.

U.O. No. 19113/57-1 Public (Rural Development Projects), dated 30th May 1957.

From the Accountant-General, Madras, dated 27th June 1957, U.O. No. DA. VIII-CP. Gl.-4-16/187.

Order—No. 2275, *Public* (*Rural Development Projects*), *dated* 26*th July* 1957.

The President of India has sanctioned the opening of a new sub-major head " D-General " under the major head " 63, B. Community Development Projects, National Extension Service and Local Development Works," with effect from 1st April 1957 and the Comptroller and Auditor-General has approved the opening of the following minor heads under the above sub-major head :—

(1) Social Education Organiser's Training Scheme.

(2) Seminars for Project Executive staff.

(3) Development Officer's Training Scheme.

(4) Study tours and Inservice Training to Personnel engaged in Community Projects and National Extension Service.

The Government have examined the question of opening the necessary detailed heads under the new sub-major head and minor heads mentioned above to issue the following orders which will take effect from 1st April 1957 :—

1. *Social Education Organiser's Training Schemes.*—The training scheme is run by the Government of India and the Social Education Organisers of the States are deputed periodically to this training and their pay and allowances are debited to " 63. B ". They are however granted a training allowance of Rs. 50 per mensem per trainee for defraying the extra expenditure they are put to and this is borne by the State, and a separate head of account " Training allowances for Social Education Organisers " had already been opened under " 63. B-(i) Community Development Projects, (ii) National Extension Service—Project/Block Headquarters " to exclude the expenditure from the accounts furnished to the Ministry of Community Development. As a separate Minor head has been authorised to be opened the Government direct that the training allowances to Social Education Organisers sanctioned for defraying

the extra expenditure be debited to a new detailed head " Training allowances for Social Education Organisers met by State." The previous head of account opened under (1) Community Development Projects and (ii) National Extension Service in paragraph 2 of G.O. Ms. No. 1449, Public, dated 30th April 1955, is cancelled.

2. *Seminars for Project Executive Staff.*—Seminars are organised for groups of districts with a view to encourage group thinking and to develop common understanding. Non-official members of the blocks located within the group districts as well as the Block Staff take part in these seminars and the Government of India meet exclusively the travelling allowance, lodging, boarding and other expenses on each non-official member subject to a maximum of Rs. 100 for each member. The head of account " Travelling Allowance, etc., of non-officials attending seminars " has already been opened under " 63. B., etc. (i) Community Development Projects, (ii) National Extension Service Project/Block Headquarters—Allowances " in G.O. Ms. No. 4160, Public (Rural Development Projects), dated 12th December 1956. But in view of the opening of a separate minor head the Government direct that the following detailed head may be opened :—

" Travelling and other expenditure on non-official members of Project Advisory Committee attending Intra-State Seminars."

The head of account already opened is cancelled.

3. *Development Officers Training Schemes.*—This scheme is run by the Government of India and the entire cost is borne by them. The travelling allowance advances to the Block Development Officers for meeting their travelling allowance, etc., have to be financed by the State Government in the first instance. The Government direct that a detailed head " Travelling Allowance of Block Development Officers recoverable from the Government of India ", be opened under this minor head.

4. *Study tours and inservice training to personnel engaged in Community Projects and National Extension Service.*—The travelling allowance and dearness allowance for the Officers participating in the All-India Study Tours of the Project Personnel is entirely borne by the Government of India. The village leaders actually participating in the village development in blocks are sent to other blocks within the State to study and solve problems relating to the respective areas. Each leader is paid a sum of Rs. 100 for expenditure on travelling allowance, boarding, lodging, etc., and his expenditure is met by the Government of India. The Government therefore direct that the following detailed heads may be opened under this minor head :—

(i) Tour Expenditures on Block Personnel.

(ii) Tour Expenditure of Village Leaders.

5. The new sub-major head together with minor and detailed heads ordered above are however exhibited below :—

Major head " 63. B-Community Development Projects,

National Ext nsio Service and Local Development Wotks. Sub-major head "D· General".

Minor head. (1)	*Detailed head.* (2)
Social Education Organiser's training schemes.	Training allowance for Social Education Organisers met by the State.
Seminars for Project Executive staff ..	Training and other expenditure on non-official members of Project Advisory Committee attending Intra-State Seminars.
Development Officers Training Scheme.	"Travelling Allowance of Block Development Officer recoverable from the Government of India".
Study tours and Inservice training to personnel engaged in Community Projects and National Extension Service.	(1) Tour expenditure on Block Personnel (2) Tour expenditure of Village Leaders

APPENDIX XVIII— EQUIPMENT.

(45)

MEMORANDUM No. 5371/55-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH NOVEMBER 1955.

[Community Development Programme—Books and equipment for rural dispensary-cum-health centres—List—Communicated.]

Reference.—From the Community Projects Administration, dated 25th July 1955, No. CPA/S/9 (35)/54.

A copy of the letter cited together with a list of equipment and books considered useful for rural dispensary-*cum*-health centres is communicated to all Project Executive Officers and Block Development Officers (Community Projects). They are informed that list may be used as check-list while preparing indents for such items of equipment as are procurable in India.

ENCLOSURE.

Letter from the Community Projects Administration to the Government of Madras, dated 25th July 1955, No. CPA|S|9(35)|54.

[Import of equipment for Community Development Programme—Equipment for Rural Dispensary-*cum*-Health Centres.]

A list of equipment along with a list of books considered useful for rural dispensary-*cum*-health centres is enclosed for information and guidance. In order to equip your rural dispensaries you may need all or some of the equipment and books referred to in the enclosed list. It may be used as a check-list by officers in charge of preparation of indents for equipments for these dispensaries.

For items procurable from within the country, you will no doubt make your own arrangements for purchase. For items which have to be imported, you may send your firm demands to this Administration for further necessary action.

EQUIPMENT LIST FOR A RURAL DISPENSARY-*cum*-HEALTH CENTRE (DOCTOR IN REGULAR ATTENDANCE).

Item. (1)	*Unit cost.* (2)	*Number of units.* (3)	*Total.* (4)
	RS. nP.		RS. nP.
Consultation and diagnosis—			
1 Examining table (metal)	65·00	1	65·00
2 Instrument table (metal)	38·75	2	77·50
3 Scales, adult, with height stand ..	32·00	1	32·00
4 Scales, infant	9·95	1	9·95
5 Sterilizer, small instrument stainless steel 13″ × 5″ × 4″ for use over kerosene or charcoal stove.	70·00	2	140·00
6 Refrigerator, kerosene operated, 5 c. ft. serval electrolux or similar.	180·00	1	180·00

Item.	*Unit cost.*	*Number of units.*	*Total.*
(1)	(2)	(3)	(4)
	RS. NP.		RS. NP.
sultation and diagnosis—*cont.*			
7 Eye chart, snellen E. type	·25	2	·50
8 Haemoglobin scale, Tall quists ..	·95	2	1·90
9 Stethoscope, fetel metal	1·80	1	1·80
10 Sphygmomanometer	39·50	1	39·50
11 Oto-ophthalmic set	58·50	1	58·50
12 Pelvimeter	3·95	1	3·95
13 Tongue depresser, metal, set of 3, varied sizes.	8·00	1	8·00
14 Speculam vaginal, small, bi-valve, stainless steel.	4·80	1	4·80
15 Syringe, Hypodermic, 2 c.c. ..	1·25	2	2·50
16 Syringe, Hypodermic, 10 c.c. ..	1·75	1	1·75
17 Needles, Hypodermic, 24 g. × 1″ ..	1·30 per doz.	2	2·60
18 Needles, Hypodermic, 22 g. × 1½ ..	2·05 per doz.	1	2·05
19 Thermometer, clinical; mouth ..	·65	2	1·30
20 Mirror, mouth	·80	1	0·80
21 Soap dish, stainless steel	1·25	1	1·25
Laboratory—			
1 Microscope, monocular, mechanical stage, optics for magnifications of 50 × 97	..	..	..
2 Urinometer	1·40	1	1·40
3 Hemoglobinometer, Sahli	21·00	1	21·00
4 Haemocytometer	15·00	1	15·00
5 Centrifuge, hand operated, 2 tube type.	28·00	1	28·00
6 Clini-test, Laboratory type (fir testing sugar in urine).	2·55	1	2·55
7 Test-tubes, 6″ × 1″	1·10 a doz.	2 doz.	2·20
8 Test-tube clamp	·11	3	·33
9 Microscope slides	..	6 doz.	1·00
10 Bottles, glass stoppered (for lab. chemicals, 8 oz. size).	·50	4	2·00
11 Bottle dropper, type 2 oz.	·40	2	·80
12 Bottle, urine specimen	..	1 doz.	·90
13 Test-tube rack, 6 place white enamel.	1·65	1	1·65
14 Test-tube brush	·10	2	·20
15 Burner wicks for above	..	12	·35
16 Burner, alcohol, 4 oz.	·65	1	·65
17 Flask, glass, conical	·50	6 Nos.	3·0
18 Spirit lamp	·50	3 Nos.	1·50
19 Glass rod	..	6 Nos.	·70
20 Funnel, Pyrex, glass	·42	2 Nos.	0·84
21 Sterilizer, instrument size 13″ × 5″ × 4″, stainless steel.	70·00	1	70·00
22 Sharpening stone	0·27	1	0·27
23 Bowl, solution, stainless steel, 6 feet.	4·86	2	9·72

Item.	*Unit cost.*	*Number of units.*	*Total.*
(1)	(2)	(3)	(4)
	RS. NP.		RS. NP.
Dispensary—			
1 Sterillizer, white enamel 18″ × 8″ × 5″ use over kerosene or charcoal stove.	5·75	1	5·75
2 Graduate, measure, glass 4 oz. ..	2·36	1	2·36
3 Graduate measure, glass 8 oz. ..	3·05	1	3·05
4 Graduate measure, stainless steel, 1 pt.	4·00	1	4·00
5 Funnel pyrex glass varied sizes ..	·42	3	1·26
6 Bottle brushes	·35	2	·70
7 Funnel stainless steel	6·30	1	6·30
8 Slab ointment, graduated 8″ size ..	4·0	1	4·0
9 Stirring rod, glass	..	4	·50
10 Spoon 10″	1	2	·25
11 Scale dispensing, pharmacist with weights, etc., complete.	30·0	1	30·0
12 Pesttle and mortar standard size ..	4·0	1	4·0
13 Funnel, pyrex, glass, 4/7/8″ ..	0·50	1	0·50
14 Funnel, stainless steel, 4/7/8″ ..	4·50	2	1·00
15 Spatula for mixing ointments and powders.	2·0	1	2·0
16 Medication bottles, glass stopperd, wide, mouthed, 202 size (32 oz.) capacity.	·30	8	3·04
17 Soap dish, stainless steel	1·25	1	1·25
18 Receptacle, waste, stee removable basket step on.	12·25	2	24·50
19 Mini-measure, glass, one oz. size ..	2·00	3	6·00
Surgical and Obstetrical Theatre—			
1 Stethoscope, fordtype, hard rubber	4·00	2	8·00
2 Percussor hammer, talortype, hard rubber.	1·25	1	1·25
3 Dental extracting forcep, set of 3 stainless steel, varied type and size.	36·00	1	36·00
4 Mirror head, 3½ dia. glass, head band.	5·00	1	5·00
5 Forceps, hemostatic, straight, stainless steel.	3·85	3	11·55
6 Forceps hemostatio, curved, stainless steel.	3·85	3	11·55
7 Forceps, sponge, stainless steel ..	2·95	2	5·90
8 Forceps, thumb, stainless steel ..	1·25	2	2·50
9 Forceps, Vulsellum, straight, stainless steel.	5·25	2	10·50
10 Knife, operating, stainless steel ..	3·15	2	6·30
11 Scissors, bandage, stainless steel ..	5·00	2	10·00
12 Scissors surgical, stainless steel ..	14·25	2	8·50
13 Speculum, vaginal bi-valve, medium stainless steel.	4·30	1	4·30

Item.	Unit cost		Number of units.	Total.
(1)	(2)		(3)	(4)
	RS. NP.			RS. NP.
Surgical and Obstetrical Theatre—*cont.*				
14 Retractors, vaginal, 1.", stainless steel.	5·25		2	10·50
15 Needle holder, stainless steel ..	6·75		1	6·75
16 Syringe, hypodermic, 2 c.c. ..	1·25		4	6·00
17 Syringe, hypodermic, 10 c.c. ..	1·75		3	5·25
18 Needless, hypodermic, 24 g × 1″ ..	1·30	per doz.	4	5·20
19 Needles, hypodermic, 22 g × 1½″ ..	2·05	Do.	3	6·15
20 Catheter, urethral, male, metal sizes 16 × 18 French.	1·90		2	3·80
21 Catheters, female, metal, size French.	1·25		1	1·25
22 Cathetes, subber two dye solid tips, small medium and large.	·45		3	1·35
23 Droppers, medium bent . ..	·05		24	1·20
24 Eye wash, glass	0·15		2	0·30
25 Kit suture assortment sterile sutures with needles 2 with 3/8 circle needle, 2 with ½ curve needle.	6·25		4	25·00
26 Pencil, skin, marking black ..	·11		2	·22
27 Mask, anaesthesia	2·50		1	2·50
28 Thermometers, clinical, mouth ..	·65		4	2.60
29. Thermometers, clinical, rectal ..	·65		6	3·90
30 Gloves, surgical, size, 6½	1·00		6	6·00
31 Gloves, surgical, siz 7½	1·00		6	6·00
32 Sheeting, plastic, 36″ wide	·60	per yd.	3	1·80
33 Finger costs, reinforced	·35	Do	4 doz.	1·40
34 Operation, table (field type) ..	400		1	400
35 Enamel stools, revolving	10·0		2	20·0
36 Instrument, table, metal covered (medium size).	30·0		2	60·0
37 Pressure, sterilizer with stove and drum, stainless steel type with cocks, gauges, etc.	100·0		1	100·0
38 Soap dish, stainless steel	1·25		1	1·25
39 Sponge Bowl, 4″, stainless steel ..	1·26		6	7·56
40 Tray ,instrument, covered, 6 × 3½, stainless steel.	1·26		3	3·78
41 Jars, Dressing supply, stainl"ss steel.	5·13		4	20·52
42 Bag, obstetrical for the doctor ..	80·0		1	80·0
Ward—				
1 Enema can, stainless steel with handle.	5·54		1	5·54
2 Tubing for enema can	0·08		12 ft.	0·96
3 Nozzle, hard, rubber, infant ..	0·10		2	0·20
4 Nozzle, hard, rubber, adult ..	0·10		2	0·20
5 Syringe, infant, enema bulb type ..	2·95		1	2·95
6 Sheeting, plastic, 36″ wide	0·60	per yd.	3	1·80
7 Connection glass to fit enema can ..	0·15		4	0·60
8 Clamp f.. enema can, nickel ..	0·22		2	0·44

Item.	Uni cost.	Number of units.	Total.
(1)	(2)	(3)	(4)
		RS. NP.	RS. NP.
Ward—*cont.*			
9 Basin, kidney, stainless steel 6 inches.	1·40	6	8·40
10 Thermometer, clinical	·66	12	7·92
11 Hot water bottle, metal	2·0	2	4·0
12 Ice bags	1·0	2	2·0
13 Instrument table (medium size) ..	30·0	1	30·0

FOR PRIMARY HEALTH UNITS SUGGESTED BOOK LIST.

		RS. NP.
1	Textbook of Medicine—R.L. Cecil and R.F. Loeb (W.B. Saunders Pub. Co.)	13·00
2	Rosenan's Preventiv Medicine and Public Health K. Maxcy (Appleton Century Co.)	14·50
3	Textbook of sur ery—F. Christopher (W.B. Saunders Co.)	13·50
4	Principles and Practice of Obstetrics—J. P. Greenhill and J. B. Delee, (W. B. Saunders Co.)	12·50
5	Office Gynaecology—J. P. Greenhill (Year book Publishers).	6·60
6	Minor Surgery by Fredirick Christopher, M.D. Publisher, W. B. Saunders, Philadelphia.	12·00
7	Textbook of Pediatrics—W. B. Nelson (W.B. Saunders Co.)	13·50
8	Tropical Medicine-Shattuck or Manson—Baihr, new (est) edition.	12·06
9	Diseases of the Chest—E. H. Rubin (W. P. Saunders Co.)	15·04
10	Medical Diagnosis; Applied Physical Diagnosis R. L. Pullen (W. B. Saunders Co.)	13·00
11	Nutrition in Health and Disease—Cooper Barber and Mitchel (J. B. Lippincott Co,)	4·00
12	Pharmacology in Clinical Practice—Harvy Beckman (W. B. Saunders Co.)	12·50
13	Giffords Textbook of Opt almology, by Francis, H. Adler, M.D., Publisher, W. B. Saunders, Philadelphia.	6·00
14	Fundamentals of Otolaryngology, by Lawrence R. Boies, M.D., Publisher, W. B. Saunders, Philadephia.	6·75
15	Hand book of Microscopical Technique—R. Mc. C. Jones (Paul B Hoeber).	12·50
16	Textbook of Banterology—William Burrows (W. B. Saunders Co.)	9·50
17	Municipal and Rural Sanitation—V. M. Ehlers and E. W. Steel (Mc. Grow Hill Book Co.)	4·85
18	Health Observation of School children Wheatley and Hallock (Mc. Grow Hill Book Co.)	5·50
19	Public Health Nursing Practice Freeman—W. B. Saunders Co.	3·50
20	Textbook of Medical Diseases for Nurses Stevens and Ambler (W B. Saunders Co.)	4·50
21	The Premature Infant—Heas and Lundeen (J. B. Lippincott)	6·00
22	Practical Dermatology—George M. Lewis (W. B. Saunders Co.)	7·50

FOR PRIMARY HEALTH UNITS SUGGESTED BOOK LIST—*cont.*

		RS. NP.
23	Prenatal care Children's Bureau Publisher, U.S.	2·00
24	Prenal care—Government Printing Press	..
25	Infant Nutrition by Williams Mckom Marriett, M. D. Publ. Sner: C. V. Mosby. Co. St. Louis.	7·50
26	Oxford Standard Dictionary	8·00
27	Dorland's Medical Dictionary (W. B Saunders)	3·50
	Total ..	229·70

(46)

MEMORANDUM No. 2981/55-6, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH DECEMBER 1955.

[List of implements and machines required by a farmer having a holding of 10 to 15 acres.]

The following lists supplied by the Indian Agricultural Research Institute, New Delhi, are enclosed :—

1. Improved Agricultural Implements and their costs (lists A and B).

2. Names of manufactures of improved Agricultural implements as available—List C.

These lists are in respect of only such implements that can be used in most parts of the country. The bulletins containing the information about the special improvements that these implements embody in comparison with the corresponding unimproved implements and the purpose they serve can be obtained direct from the Indian Agricultural Research. If any of the ryots in the blocks and projects are desirous of trying these implements in their fields at their costs, the Project Executive Officers and the Collectors are requested to give them all necessary assistance for procuring and supplying the implements to them. The Director of Agriculture, Madras, is prepared to afford the necessary technical assistance in this regard. Whenever necessary, the services of the engineering staff of the Agriculture Department can be requisitioned.

LISTS A AND B.

The list of the recommended implements and machines for a farmer having a holding of 10 to 15 acres is submitted herewith.

	Name of implements/machine.	*Approximate price.* RS.
	(A) Suggested for direct ownership by the farmers.	
1	Mould-board ploughs, as Victory, Punjab, Maston Shabash, Gujrat, etc. ..	18 to 65 each.
2	Small bukhar, Can be made locally	3

Name of implements/machine.	*Approximate price.*
(A) Suggested for direct ownership by the farmers—cont.	
	RS.
3 Cultivators as Shabash, Kanpur, Planet Junior Hoe, McCormic, etc.	60 to 95 each.
4 Seed drills (simple) Carnatic type	20
5 Bund former	25 to 60.
6 *Scythe	10
7 Olpad thresher	120 to 160 depending on the materials of the body.
8 Hand operated winnowing fan	90
9 Chaff cutter	60 to 85.
Sugarcane cultivation	
1 Can cursher	300
2 Boiling pans (one set of three)	350
3 Gur percolators	13 to 20.
Paddy cultivation.	
1 Rice land plough	5
2 Puddler	25
3 One row and two row weeder	20 to 30.
4 Pedal paddy thresher	90 to 150.
5 Two men operated paddy sheller	150
6 Grain Screen	150
Water supply.	
1 Hand operated pumps for domestic water supply.	120
2 Persian wheel	450 to 750.

(B) Suggested for ownership on co-operative or panchayat basis (bullock implements).

1 Reaper	1,600
2 Green drill	750
3 Olpad thresher	120 to 160.
4 Grain Screen	150
5 Cane Crusher	300
6 Paddy Thresher	150
7 Paddy sheller (power operated)	2,600

LIST C.

The name of manufacturers of firms from where the following implements may be purchased.

Name of implements.	*Manufacturers or firms.*
1 Shabash plough	The Allahabad Agricultural Institute, Allahabad.
2 Vijoy Punjab plough	Cossul & Co, The Mall, Kanpur.
3 Turn Wrest plough	Kirloskar Bros., Kirloskarvadi, Satara Road, Bombay.

Name of implements.	*Manufacturers or firms.*
4 Ploughs (country)	From Director of Agriculture of their Provinces.
5 Small bukhers	Can be made locally.
6 Baroda hoe	Cossul & Co., The Mall, Kanpur.
7 Cotton seed drill (one row) ..	National Engineering Company, Ambala.
8 Guntaka	P.S.G. Industrial Institute, Peelamedu, Coimbatore.
9 Winnowing fan	Cossul & Co., The Mall, Kanpur.
10 Kanpur cultivator	The Government Agricultural Implements Workshop, Bareilly.
11 Shabash cultivator	The Allahabad Agricultural Institute, Allahabad.
12 Seed drills	Peepul Iron and Steel Industries, Ltd., Lotouche Road, Kanpur. P.S.G. Industrial Institute, Peelamedu, Coimbatore. National Engineering Works, Ambala Cantonment.
13 Olpad thresher..	Cossul & Co., The Mall, Kanpur.
14 Kolhus (ghanis)	Shri Mahadeo Prasad, Haresganj, Kanpur. R. B. Nank Chand Iron and Steel Rolling Mills, Post office Gurukal, District Blundshehr.
15 Sugarcane crusher	The National Iron Foundry, Belanganj, Agra. Ram Sarup Jhabba Mal, Meerut City.
16 Chaff cutters	P.S.G. Industrial Institute, Peelumedu, Coimbatore. Punjab Metal Mart, Chawri, Bazar, Delhi.
17 Persian wheel	Unique Metal Works, Aligarh. Delhi Iron and Steel Company, Ghaziabad. Patna Iron Foundry, Lohagouam Marnt Gunj, Begampur, Patna.
18 Decerticaters	Rohilkhand Industries, Ltd., Bareilly Shatrushaila Iron and Steel, Limited, P.B. 101, Jamnagar. Kirloskar Bros., Kirloskarvadi (Satara Road).
29 Bullock reaper	Cossul & Co., The Mall, Kanpur. Voltas, Ltd., Fort Bombay.
20 (*a*) Rice shellers and hullers. (*b*) Power operated threshers.	Excellent Engineening Company Elphinston Road, Bombay.
21 Pedal operated paddy thresher.	Nahan Foundry, Nahan. P.S.G. Industrial Institute, Peelamedu, Coimbatore. American Spring and Pressing Works, Santa Gruz, Bombay.
22 Paddy weeders	Unique Metal Works, Aligarh. Gunti & Co., Secunderabad, Deccan. Kirloskar Bros., Kirloskarvadi (Satara Road.
23 Wheel Barrows	Bharat National Foundry, Motia Khan, Delhi.
24 Hand carts	Civil Engineering Works, Karolbagh, New Delhi.
25 Pumps	Jyoti Ltd., Baroda. Kirloskar Bros., Kirloskarvadi (Satara Road).
61 Sprayers	American Spring and Pressing Works, Santa Cruz, Bombay.

(47)

LETTER No. 68004/RDP-VII/55-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH JANUARY 1956.

Letter from Sri N. E. S. Raghavachari, I.C.S., Director of Community Development and Ex-Officio Additional Secretary to Government, to the Director of Supplies and Administration, Community Projects Administration (Planning Commission), New Delhi, dated Madras, the 4th January 1956, No. 68005/RDP-VII/55-1.

[Import of equipment for Community Development Programme under the Indo-United States Technical Assistance Programme —Instructions receipt—Acknowledged.]

I am directed to acknowledge the receipt of your letter No. CPA/S/PL-234/55, dated 27th December 1955.

ENCLOSURE.

Letter from the Community Projects Administration, to the Director of Community Development, dated 27th December 1955, No. CPA|S|PL-234|55.

Under the Indo-United States Technical Assistance Programme, this Administration have imported various types of equipment during the past three years on behalf of the State Governments for the execution of the Community Development Programme.

The Technical Co-operation Mission, New Delhi, have now informed this Administration that as per the latest interpretation of Technical Aid given by the International Co-operation Administration, Washington, the following categories of heavy equipment should not hereafter be taken up for supply under the Technical Aid Programme:—

(a) Agricultural and earth moving equipment such as tractors (all types), bull dozers, angle dozers, scrappers, etc.

(b) Irrigation equipment such as boring rigs, drills, air compressors, irrigation pumps, etc.

(c) Heavy equipment such as heavy load trucks, motor graders, etc.

You are, therefore, requested not to include the abovementioned items in your future demands for equipment for the Community Development Programme. You can, however, continue to include in these demands items of equipment falling under the following categories as they are still eligible for import under the Indo-United States Technical Aid Programme:—

(1) Transport vehicles such as jeeps, station wagons, pick-ups.

(2) Artificial insemination equipment.

(3) Audio-visual equipment.

(4) Equipment for health programmes.

(5) Equipment for cottage industries programmes.

(6) Road rollers.

(48)

ENDORSEMENT No. 432-RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 9TH JANUARY 1956.

Communicated to the Project Executive Officers, Block Development Officers and Principals of the Extension Training Centres for information and guidance.

ENCLOSURE.

Letter from the Board of Revenue (Land Revenue), to the Director of Community Development, dated 19th December 1955, No. 46874|Z2|55-LR.

[Motor vehicles—Repairs to vehicles—Execution of—Procedure—Instructions issued.]

The Board issues the following instructions for the guidance of Collectors with a view to eliminate delays in the execution of major repairs to the Motor vehicles with them:—

Vehicles generally will not be in need of major repairs and replacement of major parts or assemblies all on a sudden. It should be possible to anticipate breakdowns sufficiently in advance. Similarly the question of replacing tyres and batteries can also be anticipated in advance and indents should be placed sufficiently early with Stores Officer or the Board as the case may be and the articles required obtained. Drivers of the vehicles are expected to know about the condition of the vehicles. If, for example, they find that the vehicle is giving low M.P.G., or excess oil consumption which may be due to poor compression of the engine, they may immediately send a report to the officer making use of the vehicle. The concerned officer should immediately write to the Automobile Engineer for early inspection of the vehicle. In case the Automobile Engineer is not able to inspect and report on the condition of the vehicle immediately, the concerned officer can go through the last inspection report of the Automobile Engineer which will give an idea about the condition of the vehicle and if necessary he may admit the vehicle in the local approved workshop and obtain full details of repairs that are needed. After satisfying himself that the vehicle is in need of extensive repairs, the Collector can sumbit the proposals to the Board for executing major repairs, etc., with self-contained proposals which should contain information on the following:—

(1) Registration number of the vehicle with make.

(2) Total miles covered up to the date.

(3) The nature of repairs to be carried out as recommended by Technical authorities together with approximate cost of repairs.

(4) Previous repair expenditure incurred on the vehicle during the last two years (this should not include wages of the driver, cost of petrol and oil tax cost of tyres, tubes, etc.).

(5) Date of last major overhauling of the engine if any together with its cost (quote the Board's Reference number and date, if any, and the Government orders).

(6) Number of miles done after last major overhauling of the engine.

The above particulars should be sent along with a copy of the last inspection report of the Automobile Engineer.

The Collectors are informed that if such self-contained proposals are sent, it will be possible for the Board to scrutinize the papers and pass final orders expeditiously wherever possible, i.e., in cases where the expenditure is within the Board's limit and address the Government for sanction without delay if the expenditure is beyond Board's financial powers.

The Automobile Engineer, Central Workshop, Madras, and the Automobile Engineer, Regional Workshop, Tanjore, are requested to give technical assistance to the Collectors and other departmental officers in this respect by sending proper estimates of repairs to the Collectors as and when called for and also to incorporate the above particulars in their periodical inspection reports in future indicating separately the cost of labour and the cost of spare parts.

(49)

G.O. Ms. No. 203, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 19TH JANUARY 1956.

[Community Development Programme—Social Education—Mobile cinema trailer units and other audio-visual aid equipments obtained from Community Projects Administration—Maintenance and servicing, etc.—Proposals—Approved—Expenditure —Sanctioned.]

READ—the following papers :—

From the Radio Engineer, Madras, dated 25th May 1955, No. 17128-C-1/54.

From the Chief Engineer, Public Works Department (General), Madras, dated 17th June 1955, No. 23660-R-2/55-3.

From the Radio Engineer, Madras, dated 27th September 1955, No. 17128-C-1/54.

From the Chief Engineer, Public Works Department (General), Madras, Endorsement No. 23666/R-2/55-7, dated 10th October 1955.

Order—No. 203, *Public (Rural Development Projects), dated 19th January* 1956.

At the conference of the Project Executive Officers and Block Development Officers of the Community Projects Scheme held in November 1954, it was suggested that some central arrangements should be made for the maintenance of the talkie equipments which were already supplied or were about to be supplied to the four Community Projects and Community Development blocks in this State. Thirty-eight mobile cinema trailer units have already been received through the Community Projects Administration and some of them require immediate attention.

2. The Radio Engineer, who was consulted in the matter, has reported that additional maintenance staff should be sanctioned to work under him so that he may distribute the work among the technical personnel under him. He has suggested the appointment of three Junior Van Supervisors in the scale of Rs. 150—10—200 and three Fitter Mechanics in the scale of Rs. 70—3—100. The Chief Engineer, Public Works Department (General), has stated that a further expenditure of Rs. 650 per annum per unit will have to be provided for meeting the cost of replacement of parts, etc., in addition to a non-recurring expenditure of Rs. 4,500 for supply of tools, plant, furniture, etc.

3. After careful consideration of the proposals Government sanction the employment of the following additional staff under the Radio Engineer, Madras, till 29th February 1956 or till the necessity for the employment ceases, whichever is earlier, to attend to the assembling and maintenance of all cinema equipment units and other audio-visual and equipments of this department supplied to the Project Executive Officers, Block Development Officers of the Community Development blocks and the Principals of the extension training centres :—

(i) Two Junior Van Supervisors on Rs. 150--10—200 per mensem.

(ii) Two Fitter Mechanics on Rs. 70—3—100 per mensem. Sanction is also accorded for purchase of tools, plant and furniture required for the additional staff at a non-recurring cost not exceeding Rs. 4,500 (rupees four thousand and five hundred only). The Government also direct that a recurring expenditure not exceeding Rs. 650 (rupees six hundred and fifty only) may be incurred per annum for each unit for replacement of parts, etc.

4. The entire recurring expenditure on account of the establishment and the non-recurring expenditure for the purchase of tools, plant and furniture, etc., for the staff should be allocated to the Community Projects, Community Development blocks and extension training centres with reference to the number of units supplied to each and should be debited to "63-B Community Development Projects, National Extension Service and Local Development Works—(i) Community Development Projects—h. Social Education—Other charges" in the case of Community Projects and Community Development Blocks and to "25. General Administration—YY Development Schemes—I Schemes included in the Five-Year Plan—Extension Training Centres for Village Guides under the assistance of Ford Foundation—Other charges" in the case of Extension Training Centres. The recurring expenditure towards the cost of parts required for replacement, etc., should be debited to the concerned Community Projects, Community Development Projects or the Extension Training Centres as the case may be.

5. The Chief Engineer, Public Works Department (General), is requested to give effect to the orders immediately and make necessary arrangements to see that assembling, servicing and maintenance of all units and equipments are attended to promptly.

(50)

G.O. Ms. No. 312, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH JANUARY 1956.

[Community Projects and National Extension Service—Stocks and Stores—Surprise checks by Superior Officers and submission of reports and returns to Government—Instructions—Issued.]

READ—the following papers :—

Memorandum No. 83226, Finance (Accounts)/55-1, dated 27th October 1955.

Memorandum No. 83226, Finance (Accounts)/55-2, dated 3rd November 1955.

Memorandum No. 83226, Finance (Accounts)/55-5, dated 19th December 1955.

Order—No. 312, Public (Rural Development Projects), dated 28th January 1956.

In the Memorandum first cited, as amplified by the Memorandum second cited, all heads of departments and superior officers have been instructed to conduct surprise checks of stocks and stores held in Government Offices at least once a year, to ensure that stores are properly maintained and accounted for and to report to the Government in the administrative departments concerned with the recommendation, if any, of the inspecting officer with a view to enable the Government to take prompt and adequate action, wherever necessary. In the memorandum third cited further instructions were issued to send an annual statement to Government by the 15th June in each year, indicating the surprise inspections conducted during the previous official year, the reports already sent to Government and cases, if any, in which such inspections were not conducted by an officer during the year with reasons therefor.

2. In the case of offices connected with the Community Development Programme, the question as to who should conduct such surprise checks has been examined. After careful consideration, the Government direct that *[ ] the Collectors will themselves undertake a check of a few important items in the offices of the Project Executive officers. The stores and stocks held in the offices of the Principals of the extension training centres and Basic Agricultural Training schools should be checked by surprise by the Assistant Development Commissioner (Training), Madras. The Collectors should have all the offices under their control inspected at least once a year by a Gazetted Personnel Assistant or Revenue Divisional Officer. The reports and the annual statements should be submitted to Government by the Collectors and the Assistant Development Commissioners.

† [The reports of the Revenue Divisional Officers and Gazetted Assistants on each surprise inspection need not be forwarded to Government. But in cases where any special action is to be taken, the reports may be sent to Government immediately after such inspection. The annual reports to be submitted by the Collectors should incorporate particulars of the checks conducted by each officers in respect of the Community Development areas in their jurisdiction—Amendment issued in Memorandum No. 91497-RDP-VII-56-2, Public (Rural Development Projects), dated 27th August 1956.

Copies of the reports of results of surprise checks are to be sent to the Accountant-General, Madras.

‡ [The annual returns should be submitted to Government on 15th June every year.]

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* Deleted in memorandum No. 9812|RDP|VIII-56, dated 31st August 1956.

† Amended as per endorsement No. 10576-RDP-VII|56-1, dated 4th February 1956.

‡ Inserted in Memorandum No. 41197-RDP-VII, dated 20th September 1956.

(51)

MEMORANDUM No. 14547-RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH FEBRUARY 1956.

[Broadcasting—State—Tuning of community sets—Instructions to Officers.]

[*Reference.*—Memorandum No. (B Series) (2) Public Works Department, dated 6th January 1956.]

A copy of the memorandum cited is communicated to all Project Executive Officers and Block Development Officers for their information and necessary action. Unauthorised tuning of community sets should be avoided at all costs.

ENCLOSURE.

Memorandum No. (B Series) 2, *dated 6th January* 1956.

[Broadcasting—State—Tuning of Community radio receiver sets—Instructions.]

[*Reference.*—From the Postmaster-General, Madras Circle, dated 27th December 1955, No. WC|Community|Coll-III.

A copy of letter cited from the Postmaster-General, Madras Circle, is forwarded for information and necessary action.

SUB-ENCLOSURE.

Letter from the Postmaster-General, Madras Circle, Madras-2, to the Secretary to the Government, Public Works Department, dated 27th December 1955, No. WL|Community|Coll. III.

[Permission for reproduction of foreign radio programmes through community wireless sets.]

A copy of letter No. WT. 21-5|52, dated the 5th December 1955, of the Director-General, Post and Telegraphs, New Delhi, is forwarded for municipalities, district boards, panchayat boards, Block Development Officers, Public Health Department, etc., who use community receiving sets.

It is also requested that necessary action may be taken to make the community listening sets installed by the public bodies mentioned, incapable of being tuned to frequencies other than the fixed frequencies of All-India Radio stations.

Enclosure.

Letter from the Director-General, Posts and Telegraphs, New Delhi, to all Postmasters-General, the Directors, Posts and Telegraphs and Directors, Postal Services, dated New Delhi, the 5th December 1955, No. WT. 21-5|52.

[Permission for reproduction of foreign radio programmes through community wireless sets.]

In supersession of all previous orders on the subject it has now been decided that hereafter the community listening sets should reproduce programme transmitted by the broadcasting stations of All-India Radio only. As such the schedule in the permit issued to holders of community receiver licences should include only the name of All-India Radio and the names of the other broadcasting organization such as B.B.C., Radio Ceylon, etc. (to which the community radio sets were heretofore permitted to listen) should be deleted immediately. The licences of community receivers may be advised that their community listening sets should be made incapable of being tuned to frequencies other than fixed frequencies of All-India Radio Stations.

Receipt of this letter may, please, be acknowledged.

This disposes of your letters Nos. WL|Community, dated 29th January 1956 and WL|MA|NR|599|55, dated 16th August 1955.

(52)

MEMORANDUM No. 18352-RDP-VI/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 15TH FEBRUARY 1956.

[Community Development Programme—Motor vehicles—Inspection by State Road Transport Officer, Madras—Reports.]

It is observed that the reports of the State Road Transport Officer, Board of Revenue (Land Revenue), Madras, on his inspection of the vehicles in the Community Project and National Extension areas are being addressed to the concerned Project Executive Officers and Block Development Officers and copies endorsed to Government. The State Road Transport Officer is informed that copies of such reports should in future be endorsed to the concerned collectors also so that they may know the condition of the vehicles and see that the several defects pointed out therein are promptly rectified.

(53)

MEMORANDUM No. 17539-RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 1ST MARCH 1956.

[Community Development Programme—Drawal of advances and incurring of expenditure in connection with purchase of stores and articles—Irregularities—Instructions.]

The Government have come across several instances wherein the Officers connected with the Community Devlopment Programme have applied for ratification of their action in having drawn advances of amounts from treasuries in anticipation of sanction for making payments in connection with the purchase of stores, articles, etc., required for the execution of the various schemes. Ordinarily, no advance payments will be required for such items since the suppliers will be prepared to wait for the drawal of properly sanctioned bills. In most of the cases it is found that there was no pressing necessity for the officer to make advance payments.

2. The Project Executive Officers, the Block Development Officers and the Principals of the Extension Training centres and Basic Agricultural Training schools are requested to note that on no account should any advances be drawn from the treasuries without proper sanction and that in future, will not be ratified as a matter of course. In cases, where it is anticipated that advances will be required for working any scheme, permission to draw the advances should be applied for along with proposals for sanction of the schemes or immediately the necessity for advances is envisaged.

The officers will be held personally responsible, if they contravene these instructions. It should be possible to anticipate the need for the drawal of an advance when any scheme is thought of and so if timely action is taken there should be no need for drawal of advances.

3. The Collectors are requested to see that in future such cases do not arise.

(54)

MEMORANDUM No. 31142-RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 15TH MARCH 1956.

[Community Development Programme—Social Education—Supply of gramophone records " Jana Gana Mana "—Instructions.]

An extract from the monthly serial letter of Shri S. K. Dey, Administrator, Community Projects Administration, Serial No. 2/56, dated 15th February 1956, is enclosed. The Collectors are requested to make necessary arrangements to supply a gramophone record of " Jana Gana Mana " to each block and project, if it is not already available with the concerned officers.

ENCLOSURE.

EXTRACTS OF MONTHLY SERIAL LETTER OF SRI S. K. DEY, COMMUNITY PROJECTS ADMINISTRATION, DATED 15TH FEBRUARY 1956, SERIAL NO. 2|56.

14. *"Jana Gana Mana" and Jai Hind.*—The song "Jan Gana Mana" and the shout "Jai Hind" in our projects are really a parody of what these should be. We have to-day gramophone records available in the market which carry authorized version of this song with the tunes all properly set. I would strongly recommend every block to be provided with at least one gramaphone record if not more and the Social Education Organizer should take care of its adequate dissemination down the line. I am also asking our Block Development Officer and Social Education Organizer, Training Centres, to take care of this during the training period. The same holds good for " Jai Hind ". A full throated shout of "Jai Hind" by a large mass of people has a merit all its own. This again has to be cultivated in a deliberate way. The Social Education Organizer, however, will appear to be the defaulter. We shall see what can be done from our side. Public meetings, specially those which attract large masses of people who are not very infrequent in our projects now, are not organized as these should be. Here again there is an opportunity for imparting training in discipline to our workers and also of methods in madness so that passion does not degrade into a lunacy.

(55)

MEMORANDUM No. 4588-RDP-VII/55-7, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 21ST MARCH 1956.

[Community Development Programme—Priority treatment for movement of materials required—Procedure—Communicated.]

A copy of the demi-official from the Ministry of Railways, No. PT-54 (5)/55, dated 31st May 1955, is enclosed. The Government will arrange for priority under item C of the Preferential Traffic Schedule as mentioned in paragraph 3 of the letter whenever necessary. The Collectors may address the Government when movement of equipment, cement, steel or other goods essential for Community Development Programme is held up.

ENCLOSURE.

Demi-official from the Government of India, Ministry of Railways (Railway Board), to the Under Secretary to Government of India, dated 31st May 1955, No. PT-54 (5)|55.

Please refer to your demi-official letter No. D.O. CPA|S|2 (1)|55, dated 16th May 1955, to Shri P. H. Sarma, regarding the grant of preference for transport of materials required for the Community Development Works. At the meeting held on 29th June 1953 in the Community Projects Administration office it was agreed by the Railway representative that the Railway Board would consider the question of granting priority on the same basis as in the case of "Grow More Food" to traffic other than coal and cement, if information as to the quantum of such traffic from different stations to different destinations is furnished.

At present traffic in connexion with "Grow More Food" campaign moves under priority "E" of the Preferential Traffic Schedule, and a specific quota of three wagons per day has been laid down on each railway for this traffic. All movements for "Grow More Food" are arranged by the District Agricultural Officer of the receiving area or any other officer specially appointed as relevant authority for this purpose. In order therefore to treat movements on account of Community Project works on the same footing as "Grow More Food" traffic, it is essential that quantum of traffic should be furnished to enable the Railway Board to fix specific quotas for this traffic like "Grow More Food".

The alternative arrangement for expeditious movement of this traffic would be that the State Governments concerned should programme movements in consultation with the despatching Railways in order to qualify for movement under item "C" of the Preferential Traffic Schedule. In that case, these will be consigned by or to a Government official.

(56)

ENDORSEMENT No. 39702-RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 26TH MARCH 1956.

Communicated to Project Executive Officers, Block Development Officers and Principals, Extension Training Centres, in continuation of Endorsement No. 432-RDP-VII/56-I, Public (Rural Development Projects), dated 9th January 1956, for information and guidance.

ENCLOSURE.

Letter from the Board of Revenue to the Director of Community Development, Madras, dated 16th March 1956, No. L. Dis. 9289-Z-2|56-LR.

[Motor vehicles—Jeeps, land rovers, etc.—Repairs—Bills for supply of spare parts—Scrutiny of.]

The Automobile Engineers, Central Workshop, Madras Regional Workshop, Tanjore, are submitting bills to the Board relating to the supply of spare parts for motor vehicles for its scrutiny. In most of the cases the full description of the part and also its make is not furnished by the firms. All the Collectors are requested to instruct the firms that undertake the repairs to their vehicles to give the description of the parts supplied together with the makes, etc., to find out the quality of parts supplied and compare the rates charged by the companies. It is also seen that the Collectors are not following the instructions issued in the Board's Reference No. 46874-Z-2|55-LR, dated 19th December 1955, regarding the procedure to be adopted while submitting proposals for repairs of jeeps, etc. They are requested to submit in future the proposals for repairs in the form prescribed by the Board without fail.

(57)

MEMORANDUM No. 88710-RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 11TH JULY 1956.

[Community Development Programme—Purchase of furniture and equipment for Government and private institutions for which grants are sanctioned for the purpose—Procedure—Instructions—Issued.]

A case has come to the notice of Government in which a Block Development Officer sanctioned grants for furniture and equipment to certain educational institutions in his block. The managements of the institutions were permitted to procure the items themselves in consultation with the concerned District Educational Officer. A complaint of supply of inferior type of materials was received and investigated. On enquiry it was found that articles of inferior quality had been supplied with the result that they had to be returned for replacement.

2. All officers are requested to note that when grants for furniture, equipments, etc., are sanctioned under the Community Development Programmes, with or without beneficiaries' contribution, they should arrange to purchase the articles following the rules laid down in the Madras Financial Code and other orders of Government for such purchases on Government account.

The practice of allowing the grantees to make the purchases and making payments of grants on the strength of vouchers produced by the grantees should be discontinued forthwith.

(58)

G.O. Ms. No. 2651, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH AUGUST 1956.

[Community Development—Jeeps supplied to the blocks—Movement outside the blocks.]

It has been brought to the notice of Government that jeeps allotted to Block Development Officers have been frequently taken away for use outside the blocks for various reasons. The Government wish to point out that jeeps are specially provided for the use of Block Development Officers and the block staff in order to enable them to step up the tempo of development activities by giving them facilities for visiting the villages. The removal of jeeps for use in areas outside the blocks for work unconnected with the development activity in the block is detrimental to the efficiency of the development work in the block. The Government have examined the desirability of imposing an absolute prohibition on the movement of jeeps outside the blocks. But they realize that there may be certain emergencies when it may be necessary to order such movement. But, in order to ensure that such movement is regulated, Government direct that such a movement can be made

only under the personal orders of the Collector of the district. Collectors should not delegate this power to their Personal Assistants or Revenue Divisional Officers. These instructions, however, do not apply to the despatch of jeeps outside the block for routine purposes such as obtaining petrol, servicing, etc.

Collectors should report to Government every month the number of occasions on which they had authorized such movement of jeeps outside the block and the reasons therefor.

(59)

MEMORANDUM No. 96332-RDP-VII/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND AUGUST 1956.

[Community Development Programme—Receipt of equipment imported or purchased in India through Community Projects Administration—Report.]

According to the despatch instructions issued to the Community Projects Administration, New Delhi, certain items of equipment to be supplied by them will be consigned to the State Road Transport Officer, Radio Engineer, Technical Assistant, Central Stores, Government Industrial Engineering Workshops, Madras-21, Divisional Engineer (Highways), Transport and Machinery Division, Guindy, Principal, Veterinary Research College, Vepery and the Dean, General Hospital, Madras. These officers will receive the consignments and after verification arrange to distribute the contents to the respective officers in the districts as per instructions. The receipts for all the equipment supplied to this State under the Community Development Programme should be sent to the Community Projects Administration before the 10th of every month. The officers are therefore requested to furnish very urgently the particulars of equipment so far received by them in the attached pro forma. They are also requested to send similar monthly reports so as to reach Government not later than the 5th of the following month. A nil report should be sent if no equipment is received during a month. Copies of letters from the Community Projects Administration, No. CPA/S/8/53, dated 21st July 1954, and No. CPA/S/8/53, dated 27th September 1955, containing instructions in this regard are enclosed for information and guidance.

ENCLOSURES.

(1)

Letter from the Community Projects Administration to all State Governments, dated 21st July 1954, No. CPA|S|8|53.

[Receipts for equipment imported or purchased in India for Community Projects through Community Projects Administration.]

To enable this administration to maintain a proper record of the equipment received by the State Governments against indents placed by this administration on their behalf, the State Governments were requested in this administration

letter No. CPA|S|8|53, dated 16th January 1954, that as and when consignments are received by them necessary intimation should be sent to this administration. The State Governments were requested to send receipts for the equipment already supplied to them.

Experience has shown that the required information is not received regularly from all State Governments and is not on an uniform basis so as to facilitate maintenance of up to date and proper record of the equipment made available to the State Governments. The State Governments are, therefore, requested to furnish, in future, the necessary information every month in the attached pro forma so as to reach this administration by the 10th of the following month. Nil reports may also be sent if no equipment is received during a month.

Information regarding the equipment so far received may also please be sent in the attached pro forma along with the report for the month of July 1954 so as to reach this administration by 10th August 1954.

Statement showing equipment received against indents placed by the Community Projects Administration, New Delhi.

State : Months.

Serial number.	*Brief description of equipment received.*	*Quantity.*	*Consignee in the state who received the equipment.*	*Date of receipt.*	*Community Projects Administration indent number and date.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(2)

Letter from the Community Projects Administration to the State Governments, dated 27th September 1955, No. CPA|S|8|53.

[Receipts of equipment imported or purchased in India for Community Projects through Community Projects Administration.]

Please refer to this administration letter No. CPA|S|8|53, dated 21st July 1954, requesting the State Governments to send monthly reports indicating the receipt of equipment imported or purchased in India for the Community Projects through the Community Projects Administration in the pro forma enclosed therewith so as to reach this administration by the 10th of the following month, "Nil" reports being sent if no equipment is received during a month. These reports are not received in this administration regularly. The State Governments are requested to please ensure that these reports reach this administration by the 10th of the following month.

The following points may also please be kept in view while furnishing these reports:—

(1) The exact nomenclature of the equipment as intimated to the State Governments by this administration or as may be given in the relative packing lists received with the equipment should be given.

(2) The equipment receipt of which has once been acknowledged should not be included in the subsequent reports.

(3) Components of an equipment should be acknowledged with the main item of equipment but not as a separate item unless they are received separately as spares for the equipment.

(4) Indent number or in absence thereof, any other relevant reference of this administration should invariably be quoted to enable linking of the equipment in this administration.

(5) Copies of individual statements received from the Project Executive Officers, etc., should not be forwarded to this administration. A consolidated statements for the whole State should be sent.

(60)

G.O. No. 2950, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 5TH SEPTEMBER 1956.

[Community Development Programme—Rules regulating use of motor vehicles supplied to officers connected with programme —Instructions—Issued.]

READ—the following paper :—

From the Board of Revenue (Land Revenue), Ref. No. 5799/Z-2/56-LR., dated 22nd February 1956.

Order—No. 2950, *Public* (*Rural Development Projects*), *dated 5th September* 1956.

The rules regulating the use of motor vehicles supplied to the officers connected with the Community Development Programme are appended to this order. All Collectors, Revenue Divisional Officers, Project Executive Officers, Block Development Officers and other officers supplied with Community Development motor vehicles are requested to strictly follow these rules. These rules supersede the earlier orders issued in the matter if they are at variance with these orders.

2. The receipt of this order should be acknowledged.

APPENDIX.

RURAL DEVELOPMENT PROJECTS TRANSPORT ORGANIZATION.

Maintenance of Vehicles Accounts, etc.

The State Road Transport Officer, Board of Revenue (Land Revenue), will be in technical charge of the vehicles of the Rural Development Projects Department.

I. *Definition.*—The following types of vehicles are available in the Rural Development Projects Department:—

(*a*) Jeeps.
(*b*) Land rovers.
(*c*) Mobile health vans and cinema vans.
(*d*) Station wagons.
(*e*) Trailers attached to the jeeps.
(*f*) Land rovers.

The rules will apply to any other kind of vehicle that may be supplied in future.

II. *Restriction on the use of the vehicles.*—The vehicles are meant only for official use and should not be used for any private purposes even on payment of hire charges.

III. *Maintenance and allotment of vehicles.*—The Collectors of the districts are responsible for the proper maintenance and use of the vehicles in their respective districts. The vehicles are usually allotted to the blocks. When a vehicle is allotted to a block, it cannot be taken out of the block except under the personal orders of the Collector. Collectors should not delegate this power to their Personal Assistants or Revenue Divisional Officers. These instructions do not apply to the despatch of jeeps outside the block for routine purposes such as obtaining petrol, servicing, etc. The jeeps are primarily meant for inspections and visits to villages in the block and not for use by the block staff wherever they go. Collectors should send a monthly report furnishing the number of occasions on which they had authorized such movement of jeeps outside the block and the reasons therefor. A vehicle should not be taken out of the district to which it is allotted without the permission of the Government. The report relating to the movements of a jeep outside the concerned block or district should reach Government not later than the 10th of the succeeding month. A nil report should be submitted when no such movement has taken place during a particular month.

IV. *Collection of hire charges.*—Whenever any of the vehicles are lent for the use of an officer or officers of other Government Departments including Central Government Officers, hire charges should be levied as indicated below:—

Type of vehicle.	*Mileage charges.*	*Daily detention charges for days on which mileage is not paid.*
(1)	(2)	(3)
	RS. A. P.	RS. A. P.
Jeep without trailer	0 8 0	2 0 0
Jeep with trailer	0 12 0	2 4 0
Station wagon and other vehicles without trailer ..	0 12 0	2 0 0
Station wagon and other vehicles with trailer ..	1 0 0	2 4 0

The hire charges should be debited to the budget head of the department concerned and will be treated as receipts of this department. The officer in charge of the vehicles should watch the realization of credit.

V. *Restrictions in handling the vehicles.*—The drivers of the respective vehicles are the only authorized persons competent to drive the vehicles. On no account any person other than the driver should be allowed to handle the vehicles. This restriction does not apply to the officers and staff attached to the Central Workshop, Madras, Regional Workshop, Tanjore, Automobile Engineers and State Road Transport Officer who have to necessarily handle the vehicles at the time of inspection or when carrying out repairs. However, when any other officer travelling in any of these vehicles on duty finds that the driver is temporarily incapacitated to manage the vehicle due to fatigue or illness or other causes, he may take over the driving of the vehicle provided he possesses a current driving licence.

However, when the regular driver is on casual leave, the officer should not take over the vehicle. It should be possible for him to manage his official work without a jeep in those few days.

[Memo. No. 54338, Public (R.D.P.-VII)|57-2, dated 6th July 1957.]

VI. *Restriction on speed.*—The vehicles though owned by the Government are subject to speed regulation, etc., under the Motor Vehicles Rules and with a view to avoid accidents it is absolutely necessary to strictly conform to the rules. The normal speed limit for most of the vehicles is 25 to 30 miles per hour and accidents can be avoided to a great extent if only the above limit of speed is not exceeded.

VII. *Avoidance of overloading.*—Under no circumstances, the officers making use of the vehicles should allow overloading of the vehicles. In the case of jeeps the maximum number of persons is five including the driver; in the case of a land rover seven and in the case of a station wagon it may be eight. Whenever trailers are attached to the jeeps and land rovers the load transported by a trailer should not exceed 1,000 lb.

VIII. *Exhibition of plates.*—On all the vehicles of this department the following should be prominently painted in front of the vehicles: "Government of Madras—Rural Development Projects". The names of the blocks or institutions to which the vehicles belong should also be painted. No words need be painted on sides. Already the words "Community Development Projects", "National Extension Service", etc., have been painted on the existing vehicles. They may remain till they are obliterated. When re-painting is done, the instructions should be followed.

IX. *Working hours of drivers.*—On no account the drivers of the vehicles should be made to drive the vehicles continuously for more than eight hours a day. Other restrictions such as grant of a weekly holiday, as stipulated in the Road Traffic Code and payment of travelling allowance, dearness allowance, etc., as per rates admissible under the rules should be observed.

X. *Transfer of drivers from one vehicle to the other.*—No driver should unnecessarily be transferred from vehicle to vehicle and as far as possible each driver should be made available to handle a particular vehicle, the object being that if that particular vehicle is given to a particular driver, the responsibility for its proper upkeep and maintenance could be fixed on him.

XI. *Duties expected from drivers.*—There are certain routine duties assigned to the drivers with regard to the proper upkeep and maintenance of the vehicles. They are as follows:—

(*a*) Drivers must daily check the level of the engine oil sump and the level of the water in the radiator and ensure that all the meters especially ammeter and the oil gauge are in working condition.

(*b*) Checking up of the inflation of the tyres daily.

(*c*) Once in 300 miles or once in a week he must clean and lubricate all the fast-moving parts of the vehicle and must also check up the level of the electrolyte in the batteries. He must also see that the vehicle is serviced with high pressure cleaning and greasing including tightening of all bolts and nuts once in a month and in any case once for every 1,000 miles covered by the vehicle.

(*d*) The driver should report to the officer in charge of the vehicle in writing any defects that are noticed in the vehicle as and when such defects occur.

XII. *Inspection of motor vehicles.*—All the Rural Development Project motor vehicles should be got periodically inspected at least once in a quarter by the Automobile Engineers and once in a year by the State Road Transport Officer. These officers after inspection will indicate the defects noticed in the vehicles and the nature of the repairs to be carried out, etc. Prompt action should be taken by the officers who are in charge of the vehicles to get the repairs done in the manner indicated in the inspection reports, after obtaining the technical and financial sanction, wherever necessary, from the authorities concerned. On no account the vehicles should be used in defective condition.

XIII. *Servicing.*—Each vehicle will have to got serviced at regular intervals in a recognized workshop. This will include washing, cleaning and greasing under high pressure equipment, check-up of bolts and nuts in the chassis, check-up of oil levels and replacement of any fast-moving parts worn out, etc. No vehicle should be used without getting it serviced on the due dates.

XIV. *Maintenance of log books.*—(*a*) Printed log books are supplied to the respective officers by the Controller of Stationery and Printing, Madras, on receipt of indents. Only printed log books should be used. Sufficient number of books should be obtained in advance. Under no circumstances, manuscript log books should be used. This is a most important record. One book should be used for each vehicle and when the vehicle is transferred to another officer, all the log books relating to that vehicle should also be transferred to that officer.

(*b*) The log book should be maintained in the form appended in Annexure 'A'. The entries should be made in the log books then and there for each trip end and the officer making use of the vehicles should record the trips made and initial it himself with his designation noting the mileage at the start and at the end. Normally a vehicle will not be allowed to run without a speedometer. If, however, it is under repairs, the actual road mileage should be recorded. The purpose for which the vehicle is used should also be recorded and vague entries such as "Official", "Town trips", "Local trips", etc., should be avoided and the purposes should be clearly indicated. The Collectors, Revenue Divisional Officers, Assistant Development Commissioners and the Audit staff during their visits should make it a point to inspect the log books and see that the entries are properly made and attested and that the details entered therein are reasonable in respect of the purposes of the journeys, route mileages, and economic running of the vehicles, with reference to petrol and oil purchased. The inspection of log books should be made as frequently as possible to prevent abuses which will lead to public criticism.

(*c*) Monthly petrol performance of the vehicles should also be worked out at the end of the each month and entered in the log book indicating the actual miles per gallon obtained during the month. A jeep or station wagon is expected to give 15 to 18 miles per gallon and a land rover 20 to 22 miles. If the consumption of petrol is excessive, the matter should be got investigated by admitting the vehicle into the recognized workshop to rectify the defects, if any. Whenever vehicles are made to traverse cross-country roads or are engaged in ghat section operation the petrol consumption may be more.

(d) The upper limit for the consumption of petrol has been fixed as 60 gallons in respect of each block per month. This quota will also include the requirements for the cinema trailers available in each project and block. Any excess consumption of petrol should be referred to the Collectors for ratification immediately after the close of the month adducing satisfactory reasons. Strict economy should be observed in the consumption of petrol.

XV. *Registers, records, etc., to be maintained.*—The vehicles will not ordinarily be let on hire and earn revenue. The funds for working these vehicles will be drawn from the treasuries through bills presented in the usual manner and the charges will be debited to the budget head of Community Development and National Extension Service Programmes as the case may be. No major or special system of accounts is necessary and it will be enough, if the ordinary records that are maintained in a Government office in respect of expenditure, viz., contingent register, register of bills drawn and paid, etc., register of undisbursed pay, etc., are maintained in regard to these jeeps, land rovers and station wagons, etc. However, in order that the controlling officers may watch that these vehicles are worked economically, that the stores and spare parts purchased are properly accounted for and that the consumption of petrol, oil, etc., is not in excess of what may normally be warranted by the outturn of the vehicles, the officers making use of them should maintain the following registers:—

(a) *Stock register of motor vehicles.*—This is a very vital record to be maintained up to date in the *pro forma* given in Annexure 'B'. Sufficient number of pages should be allotted in the register for each vehicle. Separate pages should be assigned foı the accounting of the spare parts, tyres and batteries. Whenever a vehicle is transferred to another officer, extracts from the register relating to the same should be sent to the concerned officer for entry in his register. Whenever a vehicle is auctioned, the same should be recorded in the register with full details. A consolidated register of vehicles of the Rural Development Projects Department for the district should be maintained at the Collector's office, and for the whole State by the Board of Revenue (Land Revenue) and in Public (Rural Development Projects) Department. The Collectors should furnish necessary particulars in the form in Annexure 'B' to the Board of Revenue and to Government.

(b) *Accounting of spare parts.*—As soon as spare parts are received, they should be immediately entered in the register of vehicles in the pages allotted for the purpose for the particular vehicle, and issues made should be attested by a responsible officer then and there. The form for accounting for the spare parts is given in Annexure 'C'.

(c) *Tyres and batteries.*—These are major parts of the vehicles. Hence it is of paramount importance to maintain a record of them properly. In order to watch the life of tyres and batteries particulars relating to them should be recorded in the pages assigned for the purpose in the stock register of motor vehicles for each vehicle. The forms are given in Annexure 'D'.

(d) *Petrol register.*—This register should be maintained in Form VI appended to the Civil Supplies Accounts Manual. Petrol should be drawn as far as possible in the presence of a responsible officer so as to ensure that the correct quantity is drawn from the petrol pump. As soon as the petrol is drawn and issued, the signature of the driver should be obtained on a note-book to be maintained for the purpose in token of his having received the quantity of petrol for the use of the vehicle. The quantity of petrol drawn each day should be entered in the petrol register and the total for the day struck. At the end of the month the total petrol drawn should be worked out, abstracted and totalled to agree with the total quantity purchased. The supplier's bills, when received, should be thus verified and the correct quantity certified. The balance quantity of petrol left in the tank of each vehicle on the last day of the month should be actually measured and noted in the register. The closing balance becomes the opening balance for the next month and there should be no variations between the two figures. When petrol is decanted from one vehicle and issued to another, the quantity should be noted against the vehicles concerned as minus and plus. An abstract of purchases made for each month should be prepared, giving reference to the name of the supplier, number of gallons supplied by him, the rate per gallon, the total amount and the contingent bill number in which the amount is paid.

(e) *Expenditure register.*—This register should be maintained in Form X/XI prescribed in the Civil Supplies Accounts Manual.

XVI. *Physical verification of vehicles and spare parts and inspection of registers.*—(*a*) The inspecting officers and audit staff should check the registers, whenever they visit the areas and blocks and see that the several columns are properly filled up.

(*b*) The officer supplied with a vehicle should physically verify the vehicle, spare parts, tools and equipments once in a quarter and a certificate to that effect should be entered in the vehicles register. A report of such verification should also be sent to the Board of Revenue. Prompt action should be taken in cases of deficiencies or breakages of tools, etc.

XVII. *Periodical reports to be sent to the Board.*—The following returns in respect of all Rural Development Projects vehicles should be submitted by the concerned officers to the Board of Revenue:—

(1) Quarterly physical verification report (in Form XX of the Civil Supplies Accounts Manual).

(2) Monthly report on the condition of the vehicles in Form XIX of the Civil Supplies Accounts Manual by the 5th of the following month furnishing all the details and the certificates required.

(3) Monthly statement showing the expenditure incurred on each vehicle during the previous month in the prescribed form. The Board of Revenue is requested to issue necessary instructions to the Collectors regarding the forms to be adopted and other details.

The Board will review the reports and send a copy of the review so as to reach Government not later than the 25th of the following month.

XVIII. *Repairs to vehicles.*—Repairs to the motor vehicles fall under two categories—

(*a*) Petty and minor repairs; and

(*b*) major repairs.

As a rule, repairs should be carried out only after obtaining technical sanction either from the State Road Transport Officer or from the Automobile Engineers concerned. However, petty repairs of a minor nature can be carried out in the local recognized workshops on the recommendations made by the drivers concerned and report sent to the Automobile Engineers or the State Road Transport Officer, as the case may be, as any delay in carrying out such petty repairs may result in larger expenditure later or the vehicles may have to be kept off the road unnecessarily. With a view to eliminate delays in the execution of major repairs to the motor vehicles, the following instructions are issued:—

(i) The need of major repairs and replacement of major parts or assemblies can be anticipated in advance and necessary action taken promptly so that breakdowns are avoided. Similarly the need for replacement of tyres and batteries can also be anticipated in advance and indents placed sufficiently early in advance with the Stores Officer or the Board, as the case may be, and the articles required obtained.

(ii) Drivers of the vehicles are expected to know about the condition of the vehicle. If, for example, they find that the vehicle is consuming too much petrol or oil which may be due to poor compression of the engine, they may immediately send a report to the officer-in-charge of the vehicle. The concerned officer should immediately write to the Automobile Engineer for early inspection of the vehicle. In case the Automobile Engineer is not able to inspect and report on the condition of the vehicle immediately, the concerned officer can go through the last inspection report of the Automobile Engineer which will give an idea of the condition of the vehicle, and, if necessary, he may admit the vehicle in the local approved workshop, and obtain full details of repairs that are needed. If the Collector is satisfied that the vehicle is in need of major repairs, he should submit the proposals to the Board of Revenue (Land Revenue) which should contain information on the following:—

(1) Registration number of vehicle with make.

(2) Total miles covered up to the date.

(3) The nature of repairs to be carried out as recommended by the technical authorities together with approximate cost of repairs.

(4) Previous repair expenditure incurred on the vehicle during the last two years excluding wages of the drivers, cost of petrol and oil, tax, cost of tyres and tubes, etc.

(5) Date of last major overhauling of the engine, if any, together with its cost quoting the reference number and date of the authority which sanctioned the expenditure.

(6) Number of miles done after last major overhauling of the engine.

The above particulars should be sent along with the copy of the last inspection report of the Automobile Engineer. If such self-contained proposals are sent, it will be possible for the Board of Revenue to scrutinize the papers to pass final orders expeditiously wherever possible, i.e., in cases where the expenditure is within the Board's limit and address the Government for sanction without delay when the expenditure is beyond Board's financial powers. The Automobile Engineer, Central Workshop, Madras, and the Automobile Engineer, Regional Workshop, Tanjore, should give technical assistance to the Collectors and other departmental officers in this respect by sending proper estimates of repairs to the concerned officers as and when called for and also incorporate the above particulars in the periodical inspection reports indicating separately, the cost of labour and the cost of spare parts.

XIX. *Powers of sanctioning expenditure and repairs, etc.*—The powers of administrative sanction for repairs, etc., to the vehicles will be as follows:—

Block Development Officers ..	Rs. 200 per annum per vehicle.
Revenue Divisional Officers ..	Rs. 500 per annum per vehicle.
Collectors	Rs. 200 at a time subject to a ceiling of Rs. 300 per mensem.
Board of Revenue	Rs. 1,000 at a time subject to the condition that the expenditure on any vehicle does not exceed Rs. 2,500 during a period of six months.

Sanction of the Government should be obtained for expenditure in excess of these limits.

XX. *Purchase of spares.*—The officer-in-charge of the Central Stores, No. 38, Mount Road, Madras-6, has been supplied with a large quantity of spare parts exclusively for the use of the Rural Development Projects vehicles. All spare parts required for the vehicles should, as a general rule, be obtained from the officer-in-charge of the Central Stores, who will arrange to supply either from the reserve stock of this department or procure them under the most favourable conditions. Generally the need for replacements can be anticipated and the Automobile Engineers will be inspecting the vehicles periodically and indicating the parts which need replacement. But in special cases when such replacement is necessary to keep the vehicle in running condition, the Collectors and Revenue Divisional Officers may authorize local purchase of parts costing up to Rs. 25 at a time. This provision is only meant to see that for want of some minor parts a vehicle is not kept off the road for days, while the officer-in-charge of Central Stores is addressed.

XXI. Major repairs will be done as far as possible in the Central Workshop, Madras, or Regional Workshop, Tanjore. But minor repairs may be done at local workshops. The Board of Revenue will draw up from time to time a list of approved workshops in each district in which the repairs and serving of the vehicles are to be got done except in cases where repairs and servicing are undertaken by departmental men such as technical staff of the State Road Transport Organization. The Collectors should arrange for the payment of bills of the approved workshops after they are checked and certified by the Automobile Engineers or the State Road Transport Officer as the case may be, and satisfying themselves that the rates charged are reasonable with reference to the schedule of rates that have been prescribed for various items of work by the Board of Revenue (Land Revenue). There should be no avoidable delay in the execution of repairs as also in arranging payment of bills.

XXII. *Tyres and tubes.*—Tyres and tubes should be obtained only through the State Road Transport Officer, Board of Revenue (Land Revenue), who is one of the direct demanding officers under the rate contract entered into by the Director-General of Industries and Supply, Government of India. The indents should contain full details about the need for replacing the tyres and tubes and mileages covered by them, etc. Normally, tyres are expected to serve about 15 to 20 thousand miles and any performance below this construed as unsatisfactory and necessary investigation should be made. Cases of premature tyre

failures or bursts due to any manufacturer's fault, should be reported to the State Road Transport Officer who will take action to get the tyres examined and arrange for the replacement by addressing the concerned companies. Before any tyre is replaced, the question of getting it retreaded at the appropriate time should also be considered and the tyre got retreaded, if feasible. The officers inspecting the vehicles periodically will be advising the officers concerned as to when and how the tyres should be got retreaded. The need for replacement of tyres and tubes can be anticipated well in advance and therefore if the officers-in-charge take prompt and timely action, local purchase will not be necessary in any case.

XXIII. *Batteries.*—Every battery if carefully maintained should normally last for about 10,000 miles or for a period of one year. The requirements and replacements of batteries can easily be anticipated well in advance and there can be no difficulty in procuring them through the officer-in-charge of the Central Stores as it will be safer and economical. Indents for batteries should therefore be sent to the officer-in-charge of Central Stores, Madras-6, indicating clearly the period served by it and the mileage covered. But in cases of sudden failure when a battery has to be got immediately replaced, the Collector may have the battery tested in an approved workshop and after obtaining a certificate from the company on the need for replacement, purchase a battery locally. In the exceptional circumstances in which a local purchase is made, the matter should be referred to the Board of Revenue (Land Revenue) who will be the authority competent to ratify the action.

XXIV. *Unserviceable parts—Accounting and disposal.*—A register of unserviceable articles should be maintained in Form No. XVI appended to the Civil Supplies Accounts Manual and it should be filled up as and when parts are condemned or removed after due wear and tear. They should be disposed of in sale in public auction as and when sufficient spares are accumulated. These articles should be produced before the Automobile Engineer or the State Road Transport Officer as the case may be, during their inspections of vehicles and after their certification as unfit for further use, should be disposed of in auction giving due and wide publicity. They may be disposed of either locally or at a place recommended by the above inspecting officer or in the manner that may be prescribed by the Board as and when necessary.

XXV. *Accidents.*—All Government-owned vehicles are exempt from third party risk insurance and the Government have to settle the claims, if any, arising out of the accidents in which departmental vehicles are involved in the same way as the private companies with which motor vehicles are generally insured. The Additional Development Commissioner, Public (Rural Development Projects) Department, will take necessary action in the matter on receipt of reports.

As soon as a vehicle is received by an officer he should prepare in duplicate a "C" Form certificate and submit it to Government, for authentication. The form is given in Annexure E. One copy will be returned for record in his office.

A register of accidents should be maintained with full particulars of accidents in Form No. XVII appended to the Civil Supplies Accounts Manual. A preliminary report of an accident should be sent immediately to the Additional Development Commissioner, intimating at the same time to the nearest Police authorities also the occurrence of the accident. Subsequently, a detailed report with reference to the result of the Police investigation, etc., should be sent to the Additional Development Commissioner from time to time.

XXVI. *Register of attendance for vehicles.*—A register of attendance should be maintained in respect of the motor vehicles of the Rural Development Projects Department to ensure that the necessary rebate or refund of taxes is obtained for the days the vehicles were off the road in Form No. XVIII appended to the Civil Supplies Accounts Manual.

XXVII. *Taxation and refunds.*—Quarterly taxes will have to be paid for all the vehicles of the Rural Development Projects Department. Whenever a motor vehicle is not put into use during the course of the quarter immediate action should be taken for obtaining the refund of taxes proportionately by addressing the concerned taxation authorities.

ANNEXURE A.

Name of the driver.

Type of vehicle.

Number of engine.

Registration number.

F

Log Book.

Office of the Project Executive Officer
Office of the Assistant Project Officer

Date.	Starting. Timings.	Starting. Mileage.	Arrival. Timings.	Arrival. Mileage.	Number of miles run.	Details of places travelled.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Purpose of the journeys and persons who travelled in the vehicle.	Petrol account. Date of purchase	Petrol account. Quantity purchased.	Initials of the immediate officer.	Attestation by superior officer during inspection.	Remarks.
(8)	(9)	(10)	(11)	(12)	(13)

Servicing, Repairs, etc.

Dates of servicing.	Date on which the vehicle went out of order.	Nature of repairs.	Date on which the vehicle was sent for repairs.	Date of return of the vehicle after repairs.
(1)	(2)	(3)	(4)	(5)

Replacement of equipments or parts.	Cost of servicing.	Cost of repairs and replacements.	Reference to the bill accepted or paid.	Initials of the officer.	Remarks.
(6)	(7)	(8)	(9)	(10)	(11)

ANNEXURE B.

Stock Register of Motor Vehicles.

Office of the Project Executive Officer

Office of the Assistant Project Officer

Office of the Block Development Officer

1 Type of the motor vehicle—
Jeep

Ford Pick Up Truck

Medical Health Van

2 Description of the vehicle.
Colour of the paint, number of engine, chassis number, etc.)

3 Registration number of the vehicle

4 Date of purchase

Date on which it was taken charge

5 Date on which put on road.

6 Dates of original issue and renewal of licence, etc.

7 Other particulars (if any).

ANNEXURE C.

Accounting for spare parts and accessories.

Serial number.	*Name and description of spare parts and tools received or purchased.*	*Quantity received.*	*Date of receipt or purchase.*	*Quantity issued.*	*Date of issue.*	*Acknowledgment of the driver.*	*Balance.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

ANNEXURE D.

Record of Battery.

Make | **Manufacturer's No.**

Date of fitting.	*Milometer reading.*	*Number of miles run since last test.*	*Remarks.*

Record of Tyres.

Serial number.	*Size.*	*Make.*	*Speedometer reading*		*Total miles run.*
			Put on.	*Removed.*	

ANNEXURE E.

'C' Form Certificate.

[Motor Vehicles Act, 1939 (Rule 12).]

Certified that the motor vehicles of the following description:—

Register number
Make
Class
Colour of body

Is the Property of the Government of Madras.

This Certificate is valid up to unless cancelled in the meanwhile.

On behalf of the Government of Madras.

(Designation)

Deputy Secretary to Government,
Public (Rural Development Projects) Department.

(61)

G.O. Ms. No. 3245, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH SEPTEMBER 1956.

[Community Development Programme—States Re-organization—Equipment imported from abroad under dollar aid—Road building machinery—Allocation among four Community Project areas—Orders issued.]

READ—the following paper:—

From the Chief Engineer (Highways), dated 5th September 1956, No. 34233/B-2/54-18.

Order—No. 3245, Public (Rural Development Projects), dated 28th September 1956.

The following items of equipment have been indented for from the Community Projects Administration, New Delhi, for use in the Community Projects of this State:—

	Numbers.
1 Three-wheel light diesel driven rollers (five tons).	2
2 Concrete mixers	2
3 Motor graders (about 100 horse-power)	2
4 Pneumatic tyred rollers	2
5 Wheel type tractors	4
6 Vibrating rollers	2
7 Sheep-foot rollers	2

2. In view of the impending re-organization of States, it has become necessary to apportion the equipment among the four Community Projects so that such of those items of equipment that are to be allotted to the South Kanara and Malampuzha Community Projects may be transferred to the States of Mysore and Kerala, respectively.

3. The matter has been examined in consultation with the Chief Engineer (Highways), Madras, so that the equipment may be distributed with reference to the needs of the areas. The Government direct that the equipment referred to in paragraph 1 above be apportioned amongst the four Community Projects as indicated below :—

Name of equipment.	*Periyar.*	*Lower Bhavani.*	*Malampuzha.*	*South Kanara*
1 Wheel light diesel driven rollers.	..	..	1	1
2 Concrete mixers	..	..	1	1
3 Motor graders	1	1	..	..
4 Pneumatic tyred rollers	..	..	1	1
5 Wheel type tractors	..	..	2	2
6 Vibrating rollers	1	..	..	1
7 Sheep-foot rollers	..	..	1	1

4. The Chief Engineer (Highways) is requested to arrange for transfer of the equipment allotted to Malampuzha and South Kanara projects to the Kerala and Mysore States after they are formed. The equipment shown against Periyar and Lower Bhavani projects may be retained in his department.

(62)

MEMORANDUM No. 111366-RDP-VII/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 1ST OCTOBER 1956.

[Import of equipment for Community Development Programme under Indo-United States Technical Assistance Programme—Instructions.]

[*Reference*.—Letter addressed to Community Projects Administration, New Delhi, and copy endorsed to heads of departments, Collector, Project Executive Officers and Block Development Officers, dated 4th January 1956, No. 68004/RDP-VII/55-1. letter from the Community Projects Administration, dated 12th September 1956, No. CPA/S/PL/29/56.]

Copies of the letter from the Community Projects Administration second cited are communicated to the heads of departments concerned, Collectors, Project Executive Officers and Block Development Officers, for information and guidance in continuation of the letter first cited.

ENCLOSURE.

Letter from the Government of India, Community Projects Administration, New Delhi, to the Government of Madras, dated 12th September 1956, No. CPA|S-PL|29|56.

Will you please refer to this Administration's Circular letters No. CPA|S-PL|234|55, dated the 27th December 1955 and No. CPA|S-PL|8|56, dated the 5th March 1956, dealing with the subject of demands to be placed on this administration for the import of equipment for the Community Development Programme under the Indo-United States Technical Programme.

Your requirements of basic items referred to in paragraph 3 (i), (ii) and (iii) of the letter No. CPA|S-PL|34|55, dated the 27th December 1955, in respect of 250 Community Development blocks of 1956-57 have already been covered by this administration and no more dollar funds are available for import of other items.

As and when more dollars are available, it is proposed to supply in future only transport vehicles, road rollers and cinema trailer sets, including the battery-operated public address sets. In the circumstances should you require any other items, these may be purchased by you direct under rupee expenditure in the same way as items of equipment referred to in paragraph 2 of this administration letter No. CPA|S-PL|234|56, dated the 27th December 1955, provided the necessary provision exists under rupee in the appropriate head of the Block budgets.

(63)

G.O. Ms. No. 3995, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH NOVEMBER 1956.

[Community Development Programme—Technical equipments supplied to the Community Projects Administration—Care and maintenance—Entrustment to the concerned technical departments—Orders—Issued.]

In connection with the implementation of the Community Development Programme in this State, the Community Projects Administration, New Delhi, are supplying equipment including heavy machinery such as road-building machineries, well drilling equipment, agricultural equipment, etc., to this Government. This equipment will also be used in other areas whenever it is not required for use in the Community Project and National Extension Service areas lest it should be kept idle. Some of equipment, e.g., heavy machinery require handling by technicians and as such they will have to be maintained by the departments, which have got the necessary technical personnel. Such machinery will therefore be entrusted to the concerned department. Already arrangements have been made to consign this equipment to the concerned technical officers in the respective departments.

The Government, therefore, direct that such of those items of the equipment as are entrusted to the concerned technical departments for handling should be taken charge of by them, maintained properly and accounted for as stores supplied to them. Their use and maintenance will be governed by the rules and procedure laid down in the respective departments for such machinery. The concerned departments should arrange for their utilization in the Community Project and National Extension Service areas, whenever required. They may, however, utilize the machinery, elsewhere when not required in Community Development/National Extension Service areas.

The Government also direct that the cost of maintenance of these equipment should be borne by the concerned departments and the revenue realizable, if they are hired, should be credited to the head of account relating to them.

(64)

G.O. Ms. No. 4189, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 15TH DECEMBER 1956.

[Community Development Programme—States Re-organisation—Equipment imported from abroad under dollar aid—Well-drilling equipment—Allocation among four Community projects in Composite Madras State—Orders—Issued.]

READ—the following paper :—

From the Director of Industries and Commerce, Madras, dated 6th September 1956, No. 90402/55-L-6.

Order No. 4189, *Public* (*Rural Development Projects*), *dated* 15*th December* 1956.

An indent has been placed with the Ministry of Community Development, New Delhi, for the import of several items of well drilling equipment for use in the four Community Projects of the Composite Madras State. The equipment is expected to be received shortly.

2. On reorganization of this State, Malampuzha and South Kanara projects have been merged with Kerala and Mysore States respectively. It has, therefore, become necessary to apportion the several items of the equipment among the four Community projects so that such of those items of equipment that are to be allotted to the South Kanara and Malampuzha projects may be transferred to the Mysore and Kerala States, respectively.

3. The matter has been examined in consultation with the Director of Industries and Commerce, Madras, so that the equipment may be distributed with reference to the needs of the areas. The Government direct that the several items of equipment be apportioned among the four Community projects as indicated in the annexure. The spares and accessories that will be received along with each item should be distributed among the four Community projects in a convenient way with reference to the actual requirements of the machinery allotted to each area.

4. The Director of Industries and Commerce, Madras, is requested to arrange for the transfer of the equipment allotted to the Malampuzha and South Kanara projects to the Kerala and Mysore States on receipt. The equipment shown against Periyar and Lower Bhavani Project may be retained in his department.

5. The Director of Industries and Commerce is requested to distribute the spares and accessories with reference to the orders in paragraph 3 above and send detailed distribution list to Government.

ANNEXURE.

Name of equipment.	Total quantity indented for.	Allocated to Periyar.	Lower Bhavani.	South Kanara.	Malampuzha.
1 Portable arc welding units.	2 units.	1	1	..	..
2 Drilling rigs	4 ,,	1	1	1	1
3 Cable drilling tools ..	4 sets	1	1	1	1
4 Fishing tools	4 ,,	1	1	1	1
5 Miscellaneous tools ..	1 ,,	1	..	..	..
6 Rotary attachment and tools complete.	1 ,,	..	1	..	..
7 Hand tools	4 ,,	1	1	1	1
8 Rock drill	8 units.	2	2	2	2
9 High head sump pumps.	4 ,,	1	1	1	1
10 Portable grinder	4 ,,	1	1	1	1
11 Portable air compressor ..	4 ,,	1	1	1	1
12 Truck (diesel driven) ..	2 ,,	1	1	..	..
13 Exploder electrical rack bar type.	4 ,,	1	1	1	1
14 Jeeps (Willys)	2 ,,	1	1	..	..

(65)

MEMORANDUM No. 115122-RDP-VII/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 19TH DECEMBER 1956.

[Local Development Works—South Arcot district—Supply of jeeps to Special Assistant Engineers—Information.]

[*Reference.*—From the Collector of South Arcot, dated 18th September 1956, Ref. No. P6. PR. 817/56.]

The attention of the Collector of South Arcot is invited to G.O. Ms. No. 2736, Public (Rural Development Projects), dated 2nd September 1955, and the reference of the Board of Revenue (Land Revenue), L. Dis. No. 35661 Z2/55 (LR), dated 21st October 1955, according to which the Assistant Engineers are allowed to use the jeeps allotted to the Revenue Divisional Officers. Regarding the jeeps supplied to the blocks, his attention is invited to the orders in G.O. Ms. No. 2651, Public (Rural Development Projects), dated 4th August 1956, directing that these jeeps should not be taken out of the blocks except for special reasons. The jeep allotted to the block may be used by Assistant Engineers for inspection of works in the block. However, if there are jeeps in excess of the requirements of the blocks, out of the allotment of vehicles from time to time, he may make them available for the use of Assistant Engineers. In this connection, his attention is drawn to the orders in paragraph 4 of Memorandum No. 19634-RDP-VII/56-9, Public (Rural Development Projects), dated 12th July 1956.

(66)

G.O. Ms. No. 493, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 15TH FEBRUARY 1957.

[Community Development Programme—Rural Arts and Crafts——Land crete brick making machine—Purchase of—Expenditure—Sanctioned.]

Sanction is accorded to an expenditure not exceeding Rupees 7,000 only towards the purchase of a land crete brick making machine (hand operated) inclusive of sales tax and other incidental charges.

The expenditure should be debited to the 18 Community Development Blocks of 1955-56 series under " 63-B. Community Development Projects, National Extension Service and Local Development Works—(1) Community Development Projects—Rural Arts and Crafts—Other charges ".

The Chief Engineer, P.W.D. (General), Madras, is requested to arrange for the purchase of the machine from Messrs. Shiavax Cambata & Co., Ltd., Bombay, and to use it in the blocks, where houses under the rural housing scheme are being constructed and also for demonstration purposes in consultation with the Collectors.

(67)

MEMORANDUM No. 7147-RDP-VII/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 21ST FEBRUARY 1957.

[Community Development Programme—Motor vehicles—Placing at disposal of Director of Women's Welfare, Madras—Instructions—Issued.]

It has been brought to the notice of the Government that certain jeeps supplied to the Block Development Officers had been placed at the disposal of the Director of Women's Welfare, Madras, for her official tours and necessary charges therefor recovered from the Women's Welfare department according to the orders in item IV of the Appendix to G.O. Ms. No. 2950, Public (Rural Development Projects), dated 5th September 1956. All Collectors, and the Block Development Officers are informed that since the work relating to Women's Welfare is a part of the development work and Director of Women's Welfare is placed in overall charge of Women's Welfare Work in Community Development and National Extension Service areas also in accordance with the orders in G.O. Ms. No. 2786, Public (Rural Development Projects), dated 20th August 1956, no charges need be collected for the use of the vehicles supplied under Community Development Programme by the Director of Women's Welfare for her official tours.

(68)

MEMORANDUM No. 15353-RDP-VII/57-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 24TH APRIL 1957, ADDRESSED TO ALL COLLECTORS (EXCEPT MADRAS).

[Community Development Programme—Jeeps supplied to Blocks—Movement outside the Blocks—Submission of monthly reports—Further instructions—Issued.]

[*Reference*.—G.O. Ms. No. 2950, Public (Rural Development Projects), dated 5th September 1956.]

According to the orders issued in item III of the appendix to the Government Order cited, monthly reports regarding the movements of the jeeps outside the Block or district are being received from the Collectors. In many cases, the reports do not contain clear information as to whether the movements were authorized by the Collectors or not. In order to have complete information, the Collectors are requested to send the reports in the *pro forma* annexed to this Memorandum.

2. They are also informed in this connection that in any case where it is reported that a Block Development Officer had taken his jeep outside the Block without prior permission, they should examine the need for taking the jeep outside the Block area and also the urgency which led the Block Development Officer to take the jeep in anticipation of orders. Ratification should not be done as a matter of routine. Cases of movements outside the districts should be referred to Government for orders. Detailed information regarding such cases should be furnished in the monthly reports in column 8 of the *pro forma*.

ANNEXURE.

STATEMENT SHOWING THE PARTICULARS OF THE MOVEMENT OF JEEPS OUTSIDE THE BLOCKS.

Registration number of the vehicle.	Name of the Block to which it was supplied.	Dates on which it was used outside the Block.	Place where taken.	Name and designation of the officer who used it outside the Block.	Purpose of the journey.	Date and number of the Collector's Reference authorising the movement (In case of movement outside the district the reference number and date in which the Government have authorized the movement should be indicated.)	Remarks—(In case where the prior permission was not obtained action taken by the Collector should be specified) Reference number and date in which Government have been addressed for ratification of movement outside district are to be furnished, if prior permission of Government is not obtained.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(69)

G.O. Ms. No. 1529, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 7TH MAY 1957.

[National Extension Service—South Arcot district—Valathi Block—Purchase of weighing machines—Insurance charges—Payment of—Block Development Officer's action—Ratified.]

READ—the following papers :—

From the Collector of South Arcot, dated 6th November 1956, Endorsement No. 32985/56.

From the Collector of South Arcot, dated 26th February 1957, Ref. No. L. 35579/56.

Order—No. 1529, *Public (Rural Development Projects), dated 7th May* 1957.

In the circumstances stated, the Government ratify as a special case, the action of the Block Development Officer, Valathi, in having insured the weighing machine purchased from Sri Avery & Co., against damage in transit.

The Government consider that there is no need for delegation of powers to Block Development Officers to insure articles. Articles liable to damage may be insured against risks in transit and the expenditure included in the incidental charges. There is no necessity for insurance of Government property after receipt by the consignee.

(70)

MEMORANDUM No. 33113-RDP-VII/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH MAY 1957.

[Community Development Programme—Jeeps and other vehicles—Surplus—Allotted to the Collectors—Expenditure on maintenance, etc.—Debiting of—Instructions—Issued.]

[*Reference.*—Memorandum No. 19634, RDP-VII/56-15, Public (Rural Development Projects), dated 14th March 1957.]

In continuation of the instructions issued in paragraph 2 of the memorandum cited, the Collectors are informed that the cost of petrol and any other incidental charges including pay and allowances of the drivers in respect of the vehicles supplied under the Community Development Programme, which are retained with the Collectors, may be initially debited to " 63-B. Community Development Projects, National Extension Service and Local Development Works (i) Community Development Projects—Project/Block Headquarters—Other charges " and that in the departmental accounts to be rendered to Government, the entire expenditure should be allocated among the Community Development Blocks in the districts.

(71)

LETTER No. 33091-RDP-VII/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 21ST MAY 1957.

From Sri M. G. Raja Ram, I.A.S., Secretary to Government and Additional Development Commissioner, to the Accountant-General, Madras, dated, Fort St. George, Madras, 21st May 1957, No. 33091-RDP-VII/57-2.

[Community Development Programme—Tirunelveli district—Kurivikulam Block—Jeep MSY No. 0851, engaged for election work—Recovery of hire charges.]

[*Reference.*—Your letter addressed to Block Development Officer, Kurivikulam, and copy endorsed to Government, dated 29th March 1957, No. DA-8/CO-V/1098.]

I am directed to state that no hire charges need be paid in respect of the departmental vehicles lent for election work. The working expenses like those on petrol, oil, minor repairs, etc., during the period they are used for election purposes, should however be paid and debited to " ELECTION " with reference to the orders in G.O. Ms. No. 1404, Public (Election), dated 20th May 1952 (copy enclosed).

ENCLOSURE.

G.O. Ms. No. 1404, *Public (Elections), dated 20th May* 1952.

[Elections—Bye-elections—Coimbatore and Aruppukottai—Parliamentary Constituencies and the Kakinada Assembly Constituency—Vehicles for special transport during bye-elections—Utilization of departmental vehicles—Orders issued.]

READ—the following paper:—

G.O. Ms. No. 3097, Public (Elections), dated 10th December 1951.

Order—No. 1404, *Public (Elections), dated 25th May* 1952.

A bye-election for the Coimbatore Parliamentary Constituency and another for the Kakinada Assembly Constituency are to take place on 14th June 1952, and a bye-election for the Aruppukottai Parliamentary Constituency on 23rd June 1952. The Government direct that all motor vehicles such as land rovers, jeeps, lorries, station wagons, and, which are in the possession or use of any Department of Government should, on being indented upon by the Collector concerned for work in connexion with the bye-elections, be placed at his disposal for a period of three weeks before the date of the bye-election and one week thereafter.

The following exceptions are made to the above directions:—

(1) Vehicles belonging to the Police Department.

(2) Vehicles belonging to the Fire Service Department.

(3) Vehicles actually engaged in Irrigation and Electricity Project.

(4) Vehicles belonging to the Public Health Department and engaged on epidemic duties.

2. The Collectors of Coimbatore, Nilgiris, Ramanathapuram, Tirunelveli and East Godavari, will, while indenting upon the vehicles of other departments, see that no work which is more essential and urgent than election work is handicapped.

3. All heads of departments should immediately issue necessary instructions to all their subordinates concerned who are in possession of such vehicles.

4. All expenditure on the use of these vehicles including petrol, oil, minor repairs, etc., will be debitable to "25. r. General Administration—State Legislature—Elections for Legislatures—A. Elections—3. Office contingencies".

5. These orders will apply to all elections to Legislatures held in future. In respect of elections in Madras City, the functions of the Collector will be exercised by the Commissioner, Corporation of Madras.

(72)

MEMORANDUM No. 38449-RDP-VII/56-8, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND MAY 1957.

[Community Development Programme—Mobile cinema trailer units—Additional tools and accessories—Purchase of—Instructions—Issued.]

A list of tools and accessories with their cost, which are considered to be necessary for the cinema trailer units supplied under the Community Development Programmes, in addition to those supplied along with the units, is communicated to all Collectors and the Block Development Officers concerned. They are informed that these items if not already available with them may be purchased in consultation with the Radio Engineer, Madras, and that the expenditure on these purchases can be sanctioned by them to the extent, powers are delegated to them.

LIST OF ADDITIONAL TOOLS AND ACCESSORIES REQUIRED FOR WORKING THE CINEMA UNITS SUPPLIED TO THE BLOCKS.

Serial number and description of items.	*Cost per items.* RS.	A.	P.
A. Tools for operators—			
1 Soldering iron 65 watts, 230 V operation	16	0	0
2 Cutting pliers	3	0	0
3 Long nose pliers	3	0	0
4 Screw driver 8″	1	0	0
5 Screw driver 4″	0	12	0
6 Screw connector	0	8	0
7 Double ended spanner 1 set of six	16	0	0
8 Knife	1	0	0
9 Hammer 1 lb. with handle	3	0	0
B. Equipments—			
1 Radiant screen with stands, 52″ × 70″	305	0	0
2 Reminder 16 mm. with bases	35	0	0
3 Step down transformer	300	0	0
C. Switch board equipments—			
1. Switch board containing meters and suitable switches, plugs, etc.	176	5	0

(73)

MEMORANDUM No. 28915-RDP-VII/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 6TH JUNE 1957.

[Community Development Programme—Jeeps supplied to the Blocks—Consumption of petrol in excess of upper limit fixed—Delay in passing orders of ratification—Instructions—Issued.]

[*Reference*.—(1) G.O. No. 2950, Public (Rural Development Projects), dated 5th September 1956 and (2) Memorandum No. 145344-RDP-VII/56-1, Public (Rural Development Projects), dated 18th December 1956.]

The attention of all Collectors is invited to the instructions issued in the references cited. The Accountant-General, Madras, has reported that several audit objection relating to excess consumption of petrol for the jeeps in the blocks are pending for a long

time for want of orders of ratification by the Collectors. The Collectors are therefore requested to see that the delays in reporting excess consumption in passing orders in such cases are avoided.

2. Further it is observed from the audit reports that the limit of 60 gallons prescribed is being exceeded in a large number of cases. The limit has been fixed with reference to the journeys that have to be performed and therefore should not ordinarily be exceeded. Strict economy in the use of the jeeps should be insisted on and the Block Development Officers should be instructed to report cases of excess consumption to Collectors immediately after the close of the month with adequate reasons. Cases where the limit is exceeded frequently without proper reasons, should be brought to the notice of the Government. Relevant extracts from the audit report are forwarded herewith to the Collectors

(74)

G.O. Ms. No. 1863, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH JUNE 1957.

[Community Development Programme—Motor vehicles—Maintenance of registers—Log-books—Printing and supply of—Forms—Orders—Issued.]

READ—the following paper :—

G.O. Ms. No. 2950, Public (Rural Development Projects), dated 5th September 1956.

Order—No. 1863, *Public (Rural Development Projects), dated* 8th *June* 1957.

Orders have been issued in the Government Order read above, prescribing the following registers and reports in respect of motor vehicles supplied under the Community Development Programme :—

(i) Stock register of motor vehicles—

(a) Accounting of spare parts and accessories.

(b) Record of tyres and batteries.

(ii) Petrol register.

(iii) Expenditure register.

(iv) Register of unserviceable articles.

(v) Register of accidents.

(vi) Register of attendance of vehicles.

(vii) Quarterly physical verification reports.

(viii) Monthly reports on the condition of the vehicles.

There are at present over 100 vehicles and more are to be received from the Ministry of Community Development, in due course. The above registers should be maintained for each vehicle. The requirements of forms for opening the above registers will be considerable. The Government, therefore, consider it necessary to get the required number of forms printed and they accordingly direct that the forms for opening the above registers be printed and supplied to the Collectors for distribution to the Block Development Officers and other concerned in their districts.

2. The Government also direct that the log-books prescribed in item XIV of the appendix to the Government Order read above of the appendix to the Government Order read above should also be printed and supplied to the respective officers on their indents.

3. The Collectors and the State Road Transport Officer, Board of Revenue (Land Revenue) should intimate the Controller of Stationery and Printing, Madras, of their requirements to enable him to print and supply the requisite quantity of forms for registers and log-books.

4. Copies of the specimen forms are forwarded herewith to Controller of Stationery and Printing.

(75)

MEMORANDUM No. 144115-RDP-VII/56-7, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH JUNE 1957.

[Community Development Programme—Kanyakumari district—Jeeps supplied to blocks—Movement outside block areas.]

[*Reference.*—(1) G.O. Ms. No. 2950, Public (Rural Development Projects), dated 5th September 1956, (2) Memorandum No. 135269-RDP-VII/56-1, Public (Rural Development Projects), dated 13th December 1956, (3) Memorandum No. 127579-RDP-VII/56-1, Public (Rural Development Projects), dated 18th December 1956, (4) Memorandum No. 115122-RDP-VII/56-2, Public (Rural Development Projects), dated 19th December 1956, (5) Memorandum No. 15353-RDP-VII/57-4, Public (Rural Development Projects), dated 24th April 1957, and (6) from the Collector of Kanyakumari, dated 25th May 1957, Ref. No. D2. Pdl. 914/57.]

The attention of the Collector of Kanyakumari is invited to the orders issued in item III of the appendix to the Government Order cited and the clarifications issued in the Memoranda cited. It is seen from the report last cited, that the Block Development Officer, Munchira, had used his jeep for several journeys outside

the block area. Even for the journeys which could have been performed by rail or bus, the jeep had been used. He should impress on the Block Development Officer, the need for strict economy in use of the jeep. The jeep is meant mainly for visiting inaccessible areas in the block and should not be used for every trip which could be performed by other means at lesser cost to Government, merely for the convenience of the Block Development Officer. The Block Development Officers should be instructed to adhere to the rules issued in the Government Order and the Memoranda cited regarding use of the jeeps outside the blocks. The Collector is also requested to ensure that all movements of jeeps without his prior permission are examined and in cases where the trip is not justified and hence cannot be ratified, the expenditure incurred is collected from the person responsible for the unauthorised movement.

(76)

MEMORANDUM No. 5211-RDP-VII/52-28, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH JUNE 1957.

[Community Development Projects—Equipment imported from abroad through Ministry of Community Development and supplied to the consignees in the States—Receipt—' B ' forms relating to consignments—Acknowledgment of—Instructions—Issued.]

Several items of equipment for which indents have been placed by the Government with the Ministry of Community Development, New Delhi, are being consigned to the Block Development Officers or Officers at the State headquarters by the Directors of Supplies and Disposals, Bombay and Madras. The receipts of the consignments have to be acknowledged in Form ' B ' which is sent by Director of Supplies and Disposals for every consignment. But in many such cases, these ' B ' forms are being forwarded to Government for necessary action. The Officers concerned are informed in this connection, that the ' B ' forms can be returned to the Director of Supplies and Disposals, duly acknowledged by the Officers to whom the equipment is consigned. In the ' B ' forms, the head of account for debit of the expenditure may be given as " 85-A. Capital outlay on Schemes of State trading —b. Community Development Projects—(i) Materials and equipment ".

2. They are also informed that in case any shortage or damage to the contents of the consignments is noticed, necessary action should be taken promptly to make a claim against the Railways, or any other authorities, wherever admissible, or to report to the Director of Supplies and Disposals, concerned, as the case may be. Cases where the matter is to be taken up with the Ministry of Community Development, New Delhi, may be referred to Government.

(77)

MEMORANDUM No. 84681-RDP-VII/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 21ST AUGUST 1957.

[Community Development Programme—Motor vehicles—Inspection by State Road Transport Officer, and Automobile Engineers—Certain instructions.]

From the reports of the State Road Transport Officer, Board of Revenue (Land Revenue), on the inspection of the motor vehicles in some Blocks, it is observed that most of the Block Development Officers could not readily furnish the particulars of expenditure on repairs, etc., to their jeeps. Evidently this is due to the fact that the expenditure registers, petrol registers, etc., prescribed in G.O. Ms. No. 2950, Public (Rural Devlopment Projects), dated 5th September 1956, are not properly maintained in the Blocks. The State Road Transport Officer, Madras and the Automobile Engineers, are therefore requested to specifically indicate in the reports on their inspection of the vehicles whether the several registers prescribed in the said Government Order have been opened and are properly maintained. Any defects in the maintenance of the registers should also be pointed out in their reports.

2. The Collectors are requested to take necessary action to see that the various defects pointed out in the reports are promptly rectified.

(78)

MEMORANDUM No. 84681-RDP-VII/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 21ST AUGUST 1957.

[Community Development Programme—Motor vehicles—Premature repairs pointed out by State Road Transport Officer during his inspection—Instructions—Issued.]

An extract of the remarks of the State Road Transport Officer, Board of Revenue (Land Revenue), made in one of the reports on his inspection of the motor vehicles supplied to the Community Development Blocks is communicated to the Officers concerned and they are informed that repairs to their jeeps should always be carried out only on the advice of the concerned Automobile Engineers and the State Road Transport Officer, Madras, as the case may be. The instructions issued in the matter in G.O. Ms. No. 2950, Public (Rural Development Projects), dated 5th September 1956, should be scrupulously observed.

ENCLOSURE.

Extract from the remarks of State Road Transport Officer.

When the vehicles had performed 25,000 miles it seems Messrs. T.V.S. & Sons had suggested major overhauling of the engine and in this connexion certain spare parts have also been demanded from the Central Stores and received by this Officer. On an inspection by the Automobile Engineer, Tanjore, the repairs were considered unnecessary and therefore the spare parts have been kept unused. The vehicle has done over 10,000 miles after that period and even now the engine in my opinion does not require immediate major overhauling.

(79)

MEMORANDUM No. 90888-RDP-VII/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 31st AUGUST 1957.

[Community Development Programme—Equipment imported from abroad through Ministry of Community Development and supplied to the consignees in the States—Shortages and damages—Procedure for lodging claims—Instructions—Issued.]

[*Reference.*—From the Government of India, Ministry of Food and Agriculture, Indian Council of Agricultural Research, dated 31st May 1957/4th June 1957, No. 20 (6)/57-Edn. II.]

In continuation of the instructions issued in paragraph 2 of Memorandum No. 5211-RDP-VII/55-28, Public (Rural Development Projects), dated 28th June 1957, a copy of the letter cited together with its enclosure is communicated to the Officers concerned for information and guidance.

ENCLOSURE.

Letter from the Under Secretary to Government of India, Ministry of Food and Agriculture, Indian Council of Agricultural Research, New Delhi, addressed to all State Governments, dated 31st May 1957|4th August 1957, No. 20 (6)|57-Edn. II.

[Imported Stores—Short arrivals and damages—Procedure for lodging claims.]

As the State Government are aware, the Government of India have made arrangements for procurement of books and equipment for institutions engaged in agricultural education and research under the Indo-American Technial Co-operation Programme (Operational Agreement No. 28). A number of enquiries have been received in this office with regard to the procedure to be followed for lodging claims in respect of equipment short-landed or received in a damaged condition. The procedure to be followed in this connexion is detailed below for your information:—

A. *Procedure for claims for short arrivals and damages at the ports.*—The Directors of Supplies and Disposals at the ports who are the initial consignees will as soon as they detect any short-landings or damages will within three days of taking delivery make a formal report to the shipping companies in Form No. 1 attached, under advice to the ultimate consignee. Absence of notice, *prima facie* will be regarded as evidence of sound delivery. In cases where shortage in quantity or loss through damage is noticed at the time of taking delivery, the Director of Supplies and Disposals will arrange to hold a survey and obtain the survey report. Immediately on receipt of the advice of landing or damage

the ultimate consignee will prefer a claim on the agents of the ship concerned with the following documents:—

(i) Claim bill in quintruplicate bearing an endorsement "we certify the above account is true and correct and payment therefor, has not been received." This bill should give details of the packages or case numbers, etc.

(ii) Suppliers' invoices or other documents in 5 copies to support value of the claim.

(iii) Short-landing certificate issued by the port authorities or the port authority landing certificate or the Survey report in case of damaged goods, with four copies of each.

(iv) One copy of the Ocean Bill of lading.

Detailed instructions in this regard are given in the Ministry of Works, Housing and Supply's O.M. No. P. 11-209 (81), dated the 2nd April 1955, a copy of which is enclosed for information and guidance.

B. *Procedure for claims for short arrivals and damages at the destination by the ultimate consignee.*—The equipment on arrival at the ports will be despatched by the Director of Supplies at the ports according to the despatch instructions furnished by the ultimate consignee in the relevant indents. Despatches are made at owner's risk or at railway risk insured|uninsured in accordance with the instructions contained in the indents. The procedure for lodging and settling claims for short arrivals and damages in such cases will be as follows:—

(*a*) In case the consignment is despatched from the port at railway risk uninsured and is received at the destination short or in outwardly damaged condition, the claim for damages will be lodged by the ultimate consignee direct with the Railway Authorities.

(*b*) In case the consignment is despatched from the port at railway risk uninsured and is received in tact outwardly but on opening the equipment is found to be in damaged condition, no claim will be entertained by the railway authorities. As the consignment is uninsured, there is no remedy, in such cases and the ultimate consignees will have to get the damages repaired locally at their own cost.

(*c*) In case the consignment is despatched at owners' railway risk duly insured during transit and is received at the destination in a damaged condition, the claim will be lodged by the consignees direct with insurance companies concerned.

(*d*) In case the consignment is despatched from the port at owner's risk, uninsured and is received in a damaged condition, no claim will be lodged and the losses and damages will be borne by the consignees concerned.

2. Copies of this letter are being sent to all the participating institutions for their information and guidance.

SUB-ENCLOSURE.

Memorandum from the Government of India, Ministry of Works, Housing and Supply, New Delhi, dated 2nd April 1955, No. P-II. 209|(81).

[Imported Stores—Short arrivals and damages.]

In supersession of the late Ministry of Industry and Supply letters noted in the margin, the undersigned is directed to issue the following instructions regarding claims against steamer agents for losses in stores imported and cleared by this Ministry and to prescribe the procedure to be followed for lodging and settling claims for such losses in future.

1. Ship-5 (1), dated 20th April 1946.
2. No. F. 39 (35)|36, dated 17th June 1946.
3. No. P.I.-12 (1), dated 4th November 1946.
4. No. P.I.-12 (1), dated 11th November 1946.

NOTE.—The expression "Losses" includes short-landings (i.e., when the total number of packages, items or pieces shown in the bill of lading are not received), shortages (i.e., when the quantity per package or case received is less than that shown in the invoice or packing list) and loss in contents through damage to packages.

2. *Procedure for claims for losses in stores imported from all countries other than those stores shipped by Director-General, India, Store Department, London.*—The Directors of Supplies and Disposals at the ports concerned as soon as they

have detected that goods have been short-landed or damaged, should within three days of taking delivery make a formal report to the shipping companies in Form No. 1 attached, under advice to absence of notice, *prima facie*, will be regarded as evidence of sound delivery. In cases, where shortage in quantity or loss through damage is noticed at the time of taking delivery, the Director of Supplies and Disposals should invariably arrange to hold a survey and obtain the survey report. On receipt of the advice of short-landing or damage immediately prefer a claim on the agents of the ship concerned with the following documents:—

(i) Claim bill in quintruplicate bearing an endorsement "We certify the above account is true and correct and payment therefor, has not been received". This bill should give details of the packages or cases numbers, etc.

(ii) Suppliers' invoices or other documents in five copies to support value of the claim.

(iii) Short-landing certificate in Form 'B' issued by the Port Authorities on the Port Authority's landing certificate or the survey report, in case of damaged goods, with four copies of each.

(iv) One copy of the Ocean bill of lading.

3. *Procedure for claims for stores imported from the United Kingdom and continent under bills of lading received from Director-General, India Store Department, London.*—In pursuance of arrangements made by the Director-General, India Store Department with the United Kingdom shipping companies, it has been decided that in respect of stores covered by bills of lading which show the High Commissioner for India as consignor, claims for losses are to be preferred on the agents in India of the vessels concerned, for settlement. Such claims are to be preferred in the same manner and accompanied by the same documents as in paragraph 2 above. This arrangement has been notified to the Indian agents of the lines concerned.

As regards stores appearing on the bills of lading which do not show the High Commissioner for India as the consignor, e.g., stores consigned from War Office Depot, and Branches, Royal Air Force, Maintenance Units, etc., reports of losses are to be rendered to the consigning departments for necessary action to be taken by them in United Kingdom. In such cases, therefore, Controlling Officers are required to forward to the Directorate-General of Supplies and Disposals documents and information shown in paragraph 2 above and in paragraph 5 below together with the name of the consigning department.

4. For claims submitted in pursuance of paragraphs 2 and 3 above the Controlling Officers should see that—

(i) the claim should be for the c.i.f. value of the stores;

(ii) in case of shortages or loss in contents, claims should be lodged without reference to the tolerance limit, if any, prescribed by this Ministry for any commodity;

(iii) each claim should be submitted to the steamer agents within the period allowed by the bill of lading and with due regard to local usages at the port concerned.

Under the provisions of the Carriage of Goods by Sea Act, 1925, the carrier and the ship are discharged from all liability in respect of loss or damage unless a suit is brought within one year after delivery of the goods or the date when the goods should have been delivered. Controlling Officer should, therefore, prefer claims against the steamer agents as soon as possible after advice of loss has been received from the Director of Supplies and Disposals at the port. All steps must be taken to see that the claim is settled with the steamer agents within a maximum period of six months from the date on which delivery of the goods in question was or should have been made. If the settlement is not effected to the satisfaction of the controlling officer within this period and the ships if agents do not agree to an extension of the one year period, he should obtain the advice of the Director-General of Supplies and Disposals whether or not legal proceedings should be instituted. In doubtful cases the liability of steamer agents should be settled in consultation with the Controlling Officer's associate Finance. Controlling offices will be assisted in settling claims with the steamer agents by the Directors of Supplies and Disposals at the ports.

NOTE 1.—While arriving at the c.i.f. value for the purposes of preferring a claim on the steamer agents, the departmental charges, if any, levied by the Director-General, India Stores Department, London|India Supply Mission, Washington, should also be taken into account.

NOTE 2.—In respect of stores shipped to India by the Director-General, India Store Department, London, in all the ships under the British|Flag and almost all ships under the Commonwealth Flags the liability for claims for loss of damage against the ships has been increased from £100 per package to £200. The time-limit for such a claim has also been increased from 12 months to 24 months subject to the condition that the notice of claim with the particulars is given within 12 months and there is no undue delay in giving relevant information and confirming the claim against the ship owners. This arrangement will not cover stores shipped by the Director-General, India Store Department, London, in foreign owned ships and a few ships under the Commonwealth Flags. The list of such ships under the Commonwealth Flags is under preparation and will be circulated in due course. In the meantime any doubtful case may be referred by the Controlling Officer to the Directorate-General of Supplies and Disposals, New Delhi, or the Director-General, India Store Department, London.

5. In case in which the seamer agents do not accept liability for loss, the controlling officer should forward one copy each of the documents mentioned in paragraph 2 above, together with the following further particulars to the Directorate-General of Supplies and Disposals, New Delhi.

(i) Copy of Form No. 1.

(ii) In case of short-landings, the date of arrival of the steamer.

(iii) In the case of claim for shortage or loss through damage whether there were any indications that the packets have been tampered with and also the date on which the shortage was discovered.

(iv) Copies of correspondence, if any, with steamer agents repudiating the claim.

The Directorate-General of Supplies and Disposals will consider further action to be taken in such cases and advise the Controlling Officer concerned, or forward the claim papers to the India Supply Mission or Director-General, India Store Department, or appropriate authority in the consignor country for taking up the matter with the steamer company.

6. *Adjustment of cargo excess landed against shortages.*—With a view to facilitating the settlement of claims with shipping companies for cargo landed short of the bill of lading quality, it has been decided to permit shipping companies to set off cargo landed in excess of the bill of lading quantity against shortages subject to the following conditions:—

(i) If the shipping company concerned accepts the liability for a properly substantiated claim for short-landing ex-any particular vessel, the Controlling Officer may allow as a set off any packages landed in excess of bills of lading ex-the same ship or any other ship.

(ii) Adjustments will be effected by each controlling officer within the general run of stores received by him [i.e., shortage of one kind of stores may be compensated for by excess of the same or similar kind of stores received by the same Controlling Officer but not for (e.i.), by an excess number of packages of ordinance stores for medical stores or excess steel against shortages of chemicals].

(iii) Authority is given to the Controlling Officer as a facility and does not represent an authority to be exercised in every instance. The facility will be used with the utmost discretion in making adjustments bearing in mind that the intention is to make adjustment within the same or similar kinds of stores and that the value of stores excess received must be reasonably comparable with the value of claim withdrawn. Concurrence of their associate Finance must be obtained in each case.

Normally adjustment of excesses against short-landings for such store should be strictly in accordance with commercial practice and in consultation with Ministry of Finance.

7. *Refunds, recoveries and accounting procedure.*—(i) No refund will be made if the losses are within the tolerance limit prescribed for each commodity under the orders of this Ministry. Requests for credits up to the appropiate tolerence limit are not to the Director-General India, Store Department, London, or Directorate-General of Supplies and Disposals, New Delhi.

(ii) Refund may be claimed for goods short-landed or received in a damaged condition, by those consignees from whom marine insurance charge is recovered by the Director-General, India Store Department, London. In such

cases claims will be preferred on the Director-General, India Store Department, London, direct and under advice to the Directorate-General of Supplies and Disposals, New Delhi, in respect of cross mandates issued by them. The present arrangements of reporting any short landing and shortages and damages beyond the tolerance limits to the Director-General, India Store Department, London, etc., through the packing accounts will continue. Each such claim will be considered on merits by the India Store Department, London, and if admissible they will afford necessary credits from the Marine Insurance Fund at their disposal, for losses during the sea voyage only. In cases of cross mandates issued by the Directorate-General of Supplies and Disposals, New Delhi, the Director-General, India Store Department, London, will inform the former also of the credit afforded to the indentor.

The amounts authorized to be refunded in all cases will take into account any claims settled and amount paid to the indentors by the steamer agents.

In cases of consignments commercially issued no separate levy is made by the Director-General, India Store Department, London, for marine insurance and in these cases any loss incurred is to be made good by the Insurance Company in accordance with the related insurance policy.

(iii) In respect of consignments shipped by the India Supply Mission, Washington, no departmental charge for marine risk is levied from Government indentors. Any marine loss or damage is, therefore, borne by the Government indentors themselves in the case of shipments for non-Government indentors, such consignments are commercially insured by the India Supply Mission and any loss or damage is made good by the Insurance Company in accordance with the related insurance policy. (Commercial insurance cover is taken in case of Government indentors also where they specifically ask for such insurance.) The question of bringing India Supply Mission's procedure into line with that followed in respect of the India Stores Department, London's shipments is under examination and the decision taken will be communicated to all concerned in due course.

APPENDIX XIX—SUPPLY OF CEMENT.

(5)

MEMORANDUM No. 45407-RDP/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 6TH JUNE 1956.

[Community Projects, National Extension Service and Local Development works—Iron and steel requirements for works—Local purchase—Purchase by Collectors up to ten tons in local market—Clarification of orders issued.]

[*Reference.*—Memorandum No. 46532-RDP.-VI/55-3, Public (Rural Development Projects), dated 6th February 1956, and from the Additional Director of Industries and Commerce, dated 19th March 1956, No. Rc. T1-24863/56.]

In the Government memorandum cited, the Collectors (except the Collector of Madras) were permitted to purchase ten tons of steel or iron for a work from local market at controlled rates for works under Community Projects, National Extension Service and Local Development Works to meet urgent requirements. The prices of all categories of iron and steel materials are controlled and ordinarily the materials can be obtained only on permits issued by the Additional Director of Industries and Commerce (i.e., the Special Officer, Iron and Steel). It has since been brought to the notice of Government that the Collector of Malabar had issued a permit authorizing the local registered stockholder in Palghat to release 10 tons of M.S. rods to the Project Executive Officer, Palghat. The Collectors have no statutory authority to issue permits on registered stockholders. The Collectors are informed that the purchase 10 tons of steel or iron for a work from local market to meet urgent requirement permitted in Government Memorandum No. 46532-RDP-VI/55-3, Public (Rural Development Projects), dated the 6th February 1956, may be made only as an ordinary consumer and no element of compulsion can be exercised by the Collector.

(6)

MEMORANDUM No. 72136-RDP.-VI/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH AUGUST 1956.

[Community Development—National Extension Service and Local Development Works Programme—Cement shortage—Use of lime for cement, Hoordie tile or roofing tile for re-inforced concrete as substitutes for construction of buildings permitted—Instructions—Issued.]

[*Reference.*—(1) U.O. Note No. 2787-C/56-5, Public Works, dated 22nd May 1956, and (2) from the Chief Engineer, P.W.D. (General), dated 25th June 1956, Ref. No. 29918-AC-2/56-c R.]

At the conference held at Ootacamund on 12th May 1956 to discuss the position regarding supply of cement, it was suggested that in view of the shortage of cement, substitutes like lime may be used instead of cement, and hoordie tiles or roofing tiles for roofing instead of re-inforced concrete for Local Development Works Programme. The Government have examined the suggestion in consultation with the Chief Engineer. The Chief Engineer has reported that the substitutes may be used without detriment to the buildings.

[" The Collectors are, therefore, requested to see that substitutes like lime are used, in building works such as for plastering, flooring, masonary walls, etc., instead of cement and Mangalore tiles, with Pan tiles or hoordie tiles as substitutes for reinformed concrete roofing, as far as possible in construction of buildings under Community Development/National Extension Service and Local Development Works programmes. However, where high stresses on masonry in buildings are involved, cement mortar may be used."]

Amendment in Memo. No. 231, Public, dated 3rd December 1956.

(7)

MEMORANDUM No. 20770-RDP.-VI/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH AUGUST 1956.

[Community Projects—Community Development and National Extension Service—Supply of cement to contractors—Recovery of cost of empty gunny bags—Instructions issued.]

[*Reference.*—(1) From the Project Executive Officer, Gandhigram, dated 13th February 1956, Ref. No. 2119/56-c, and (2) from the Chief Engineer, P.W.D. (General), dated 8th May 1956, Ref. No. 13683-Ac. 1/56.]

Cement is being purchased and supplied to the executing agencies by the Community Development staff for works taken up under Community Development programme. The practice followed in

Public Works Department is to charge more than the actual for the cement so supplied and also Re. 0–8–0 per bag if the empty bag is not returned. In the case of Community Development programme, however, the beneficiaries are the executing agencies and therefore supplies may be made at the cost price. But since the cement companies are giving rebates for empty gunny bags, it is essential that the empty gunny bags should be returned to the cement compaines. Therefore, if the executing agencies do not return the empty bags the cost of the bags at the rate allowed by the companies from time to time should be recovered. The Block Development Officer/Project Executive Officer should arrange to return the empty bags and collect the rebate allowed by the companies.

(8)

G.O. Ms. No. 4095, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 5TH DECEMBER 1956.

[Local Development Works Programme—Execution of works—Purchase of cement, iron and steel, etc.—Drawal of advances by Collectors—Permitted.]

READ—the following papers :—

G.O. Ms. No. 2067, Public, dated 11th June 1956.

G.O. Ms. No. 3320, Public, dated 8th October 1956.

From the Collector of South Arcot, dated 10th November 1956, Ref. No. P.1-32924/56.

Order—No. 4095, *Public (Rural Development Projects), dated 5th December* 1956.

It has been brought to the notice of Government that much difficulty is experienced in procuring supplies of cement, iron and steel, etc., required for the execution of civil works taken up under the Local Development Works programme, as the suppliers demand for advance remittance of the cost of the goods indented for. In the Government Orders read above, the Collectors have been permitted to draw advances, for implementation of approved schemes under Community Development programmes, subject to the conditions specified therein. The Government direct that these orders shall also apply to the procurement of cement, iron and steel for execution of works under the Local Development Works programme.

(9)

MEMORANDUM No. 121308-RDP-VI/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 24TH JANUARY 1957.

[Community Development and National Extension Service—Execution of works—Requirements of iron and steel materials—Procurement in local market—Permitted.]

[*Reference.*—From the Collector of Tanjore, dated 30th November 1956, No. 22635/56-K.8.]

With reference to his letter cited, the attention of the Collector of Tanjore is invited to Memorandum No. 46532-RDP.-VI/55-3, Public (Rural Development Projects), dated 6th February 1956, Memorandum No. 45160-RDP.-VI/55-10, Public (Rural Development Projects), dated 24th March 1956 and to Memorandum No. 82211-RDP.-VI/56-1, Public (Rural Development Projects), dated 21st June 1956. He is informed that the beneficiaries may be allowed to purchase imported steel from private importers but he should satisfy himself regarding the quality of steel used in the construction. The excess over the controlled price should be met entirely by the beneficiaries.

(10)

MEMORANDUM No. 112909-RDP-VI/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 2ND MARCH 1957.

[Community Development—National Extension Service and Local Development programmes—Execution of civil works—Supply of cement to agency of execution—Specific mention in the agreement or understanding therefor—Instructions—Issued.]

The Accountant-General has brought to the notice of Government cases wherein cement from departmental stocks was supplied to the agencies for execution of works under the Community Development programme including National Extension Service, without any express provision to that effect in the agreement or written understanding for piece-work. The attention of the Collectors, Block Development Officers and the Revenue Divisional Officers is invited to Note (2) below the schedule in the form of piece-work agreement prescribed in G.O. Ms. No. 840, Public, dated 12th March 1955, as amended subsequently and they are requested to note the necessary details, e.g., the place of delivery of cement and the rate at which recoveries will be made from the bills of contractors towards the value of cement in all cases where departmental supply is proposed and also ensure that the executing agencies are made aware of the conditions.

(11)

MEMORANDUM No. 118096-RDP-VI/56-8, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 17TH MARCH 1957.

[Community Development Programme including National Extension Service and Local Development works—Execution of civli works—Cement—Supply to contractors—Return of empty bags—Recovery to be effected in case of default—**Further** instructions—Issued.]

[*Reference.*—Memorandum No. 20770-RDP.-VI/56-3, Public (Rural Development Projects), dated 28th August 1956 and Memorandum No. 46496-RDP.-VI/55-10, Public (Rural Development Projects), dated 28th August 1956.]

In the Memorandum cited, instructions have been issued that whenever cement is supplied to the contractors from the departmental stocks, the empty containers of cement should be returned to Government in good condition after completion of the work, failing which their cost at the rate allowed by the companies from time to time for bags returned to them should be recovered from the contractors. Instances have been brought to the notice of Government where the Block Development Officers, Project Executive Officers and other officers concerned with the supply of cement have not taken action to recover either the empty gunny bags or their cost from the contractors. As failure to recover the empty containers or their cost from the contractors will result in loss to Government to the extent of the rebate for return of empty gunnies, allowed by the cement companies, the Collectors, Revenue Divisional Officers, Project Executive Officers and Block Development Officers are requested to see that the instructions issued in memoranda cited are followed strictly.

(12)

MEMORANDUM No. 116156-RDP-/56-6, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 11TH MAY 1957.

[Community Development, National Extension Service and Local Development works—Execution of works—Supply of cement—Price to be adopted in estimates—Regarding.]

[*Reference.*—Demi-official from the Collector of Tanjore, dated 22nd September 1956, Rc. No. 38817/56-K.]

With reference to the demi-official cited the Collector of Tanjore is informed that the revised rates for cement may be allowed in regard to works sanctioned before the new rates were introduced and pending execution as far as the quantities purchased and used after 1st July 1956 are concerned. The presumption of the Collector that the rate to be adopted in the estimates sanctioned after 1st July 1956 is Rs. 102–8–0 per ton is correct.

2. Where local purchase is made, payment should be at local rates. Rebate for purchase on Government account will not be available if local purchase is resorted to. Since the rate paid for local purchase is higher, local purchase should be resorted to only in exceptional circumstances and should be kept down to the minimum.

(13)

MEMORANDUM No. 152070-RDP-VI/56-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH JUNE 1957.

[Community Development Programme including National Extension Service and Local Development Works—Execution of civil works with or without estimates—Departmental supply of cement, etc.—Accounting of—Further instructions—Issued.]

[*Reference.*—Memorandum No. 58305-RDP.-Accounts-B/55-3, Public (Rural Development Projects), dated 9th April 1956 included in Audit and Accounts), and from the Accountant-General, Madras, dated 26th December 1956, No. D.A.-IXA/LDW/III/19, and dated 18th April 1957, No. D.A.-IX.A/LDW/31.]

Instructions have already been issued for accounting materials issued to contractors under the Community Development, National Extension Service and Local Development Works programmes. The Accountant-General, Madras, has suggested that certain supplementary instructions may be issued regarding issues of cement and materials at site accounts. The Government have carefully examined the suggestions and they pass the following orders :—

(i) A register of receipts and issues of materials should be maintained, separate pages being allotted for each class of work

(viz., Rural Water-Supply, Public Health, Sanitation, etc.), to serve as a numerical stock account preferably in a stock ledger form. For receipts, reference to page number and date of measurement book entry, invoice number and date, etc., have to be noted. Issues have to be made on indents prepared by the respective Minor Irrigation Overseers/Junior Engineers, whose receipts should invariably be obtained on issue of materials, and one copy with the indent should be filed and kept in support of the issues made. The entries of issues should specify the dates of issues and the names of the works concerned. A monthly abstract should also be prepared for each material working out the receipts, issues and balances of materials. In respect of cement, a separate account of empty bags is also necessary.

(ii) The issues from the numerical stock account should be exhibited as receipts in the materials at site account (minor 7-F accounts) of the works concerned. It should be ensured monthly that no item of issue is omitted to be posted in the materials at site account. In support of the issues of materials to the contractors or beneficiaries, unstamped, but dated acknowledgments in triplicate should be obtained from them. One copy of this should be sent to the audit, along with the next running account bill paid to the beneficiary/contractor, after the issue of materials. The cost of materials should generally be recovered from the next running account bill and there should not be any undue delay in effecting recoveries, without specific recorded reasons. Reference to 7-F issues should be given on the bills and also on the measurement books to facilitate check. In the final bill for each work, a statement showing the up-to-date issues; vis-a-vis the requirements as per the standard data should also be prepared by the engineering staff and attached, to check the reasonableness of the issues. If there is any excess issue of materials over the requirements as per the standard data and the excess also is utilized on the work, then the cost of the excess, should be recovered from the beneficiary/contractor. On the other hand if the party uses less quantity of cement than required as per the standard data, action should be taken for penalizing the party for not having executed the work, according to the provisions in the Madras Detailed Standard Specifications.

(iii) The initial records referred to above to be made available for check by the Accountant-General (outside Audit Department) during audit inspection.

(iv) Balances outstanding in the materials of the works should immediately be transferred to "Register of Surplus materials" prescribed under "*B. Works accounts—item* 11" on page 14 of the Circular Memorandum cited, and the works accounts closed. The completion report should be sent to the Accountant-General, along with the final bill for the work.

2. The attention of Collectors, Revenue Divisional Officers and Block Development Officers is drawn to Note 2 in page 2 of the form

of Agreement prescribed in G.O. No. 840, Public, dated 12th March 1955, and they are informed that transport charges from the godown to the work-spot in respect of materials supplied and from the work-spot to the godown in respect of surplus materials should be borne by the beneficiary/contractor.

3. The Collectors, Revenue Divisional Officers and Block Development Officers are requested to see that the instructions issued above are adhered to in all cases.

(14)

MEMORANDUM No. 95764-RDP-VI/56-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 11TH JULY 1957.

[Community Development and National Extension Service programmes—Execution of civil works—Iron, steel and cement—Temporary diversion of stocks from the Highways Department—Instructions—Issued.]

[*Reference.*—(1) G.O. Ms. No. 2623, Public, dated 23rd August 1955 and (2) Memorandum No. 5546-RDP.-VII/55-4, Public (Rural Development Projects), dated 5th November 1955.]

In the interests of speedy execution of Local Development Works orders were issued in the Government Order first cited permitting the Divisional Engineers (Highways) to transfer cement from the departmental stock for Local Development Works including Rural Water-supply Works, till supply of cement indented for these works is received. Similar orders were issued in the memorandum second cited for the transfer of iron and steel materials for the Local Development Works in progress from the departmental stocks by the Divisional Engineers (Highways) or the Executive Engineers, Public Works Department, till supply of materials is received as per indents in respect of Local Development Works.

2. Works are now being taken up under Community Development and National Extension Service programmes in the block areas on the same basis, i.e., with public contribution as in the case of Local Development Works. In the block areas these works have taken the place of Local Development Works programme and with the progressive increase in the coverage of these programmes, Local Development programme is being restricted in scope and confined to other areas. Therefore, Government direct that the orders issued in Government Order first cited and memorandum second cited will be applicable to works taken up under Community Development and National Extension Service programmes also.

(15)

MEMORANDUM No. 92288-RDP-VI/56-10, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 13TH JULY 1957.

[Community Development Programme including Local Development Works and National Extension Service works—Construction of buildings—Economy in the use of cement—Use of substitutes—Instructions—Reiterated.]

[*Reference*.—(1) Memorandum No. 72136-RDP.-VI/56-2, Public (Rural Development Projects), dated 4th August 1956, (2) Memorandum No. 231, Public, dated 3rd December 1956, (3) Memorandum No. 44, Public, dated the 18th February 1957 and (4) from the Government of India, Ministry of Community Development, dated 20th/21st June 1957, No. F.16 (i)/57-5 (PL).]

An extract of paragraph 8 from the Government of India, Ministry of Heavy Industries, Letter No. Cem/9(12)/57, dated 28th March 1957, is enclosed. The attention of the Collectors, the Revenue Divisional Officers and the Block Development Officers is drawn to the instructions issued in the memoranda cited and they are requested to adhere to the instructions strictly and take all possible steps for maximum economy in the use of cement.

ENCLOSURE.

Letter from the Government of India, Ministry of Heavy Industries, New Delhi, addressed to all State Governments and Union Administration, dated the 28th March 1957, No. Cem.9(12)|57.

[Cement allocations for Quarter II|57 (April to June 1957).]

* * *

8. The importance of economy in the use of cement, in the present context of scarcity has been more than once emphasised. The desirability of using substitutes like lime wherever possible, and the re-examination of the existing standards for construction have also been emphasised. Government of India consider that authorizations for cement should be issued only in cases where the use of cement is essential and unavoidable. With this in view, Government of India consider that time should be used in rural areas, particularly in National Extension Service and Community Development Projects and also for the construction of primary schools, small dispensaries, wells, minor road works, etc. It is essential, side by side, to encourage the increased production of lime. Government also desire that no cement should be released for luxury buildings like hotels, theatres, etc.

* * *

APPENDIX XX—RENTS.

(6)

G.O. Ms. No. 1378, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 25TH APRIL 1957.

[Community Development and National Extension Service—Agricultural depots opened in blocks—Expenditure sanctioned towards rent and wages of watchmen, etc.—Enhanced.]

READ—the following papers :—

G.O. Ms. No. 2558, Agriculture, dated 21st December 1954.

From the Director of Agriculture, dated 23rd November 1956, No. B-5-1212/56.

Order—No. 1378, *Public* (*Rural Development Projects*), *dated* 25*th April* 1957.

In the circumstances reported by the Director of Agriculture in his letter cited, the Government, in partial modification of the orders issued in the Government Order cited, sanction an expenditure not exceeding Rs. 60 (rupees sixty only) per mensem recurring towards rent for buildings, wages of watchmen, etc., for each of the newly opened Agricultural depots in the Community Development and National Extension Service areas with effect from 1st November 1956.

2. The Director of Agriculture is informed that the orders issued in G.O. No. 1734, Finance, dated 3rd November 1956, will not be applicable to the watchmen. They will be paid a dearness allowance of Rs. 18 (rupees eighteen only) as before but they will be eligible for a special compensatory allowance of Rs. 5 (rupees five only) ordered in G.O. No. 2040, Finance, dated 24th December 1956, up to 28th February 1957 and Rs. 12 (rupees twelve only) ordered in G.O. No. 381, Finance, dated 13th March 1957, from 1st March 1957. The pay portion of the watchmen should be limited to the prevailing market rates less the dearness and special compensatory allowances.

(7)

G.O. Ms. No. 2908, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH OCTOBER 1957.

[Community Development and National Extension Service—Agricultural depots opened in blocks—Expenditure sanctioned towards rent and wages of watchmen, etc.—Enhancement—Orders modified.]

READ—the following papers :—

G.O. Ms. No. 2558, Agriculture, dated 21st December 1954.

G.O. Ms. No. 1378, Public (Rural Development Projects), dated 25th April 1957.

From the Director of Agriculture, Madras, dated 16th May 1957, No. B-5-1212/56.

Order—No. 2908, *Public (Rural Development Projects), dated* 16th *October* 1957.

In the Government Order second cited, the Government sanctioned an expenditure not exceeding Rs. 60 per mensem recurring towards rent for buildings, wages for watchmen, etc., for each of the newly opened agricultural depots in the Community Development and National Extension Service areas with effect from the 1st November 1956. In view of the enhanced sanction of the special compensatory allowance of Rs. 12 per mensem with effect from the 1st March 1957 to the menial staff, the Director of Agriculture has requested Government to refix the limit of rent for the agricultural depot at Rs. 25 per mensem with effect from the 1st March 1957, instead of fixing a ceiling for combined payment of wages, etc., for a watchman and rent for depot in order to avoid confusion in accounting and leave the question of fixing wages to the watchman to be decided by the head of office in charge of the depots according to prevailing market rates. The Government accept the proposal of the Director of Agriculture and direct that the rent for agricultural depot be fixed at Rs. 25 (rupees twenty-five only) per mensem with effect from the 1st March 1957 and the question of fixing the wages, etc., of the watchmen be left to the head of the office of the Agricultural depots according to the prevailing market rates.

APPENDIX XXII—PUBLICITY

(12)

ENDORSEMENT No. 35976-RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 24TH MARCH 1956.

Copy communicated to all Collectors (except Madras), Project Executive Officers and Block Development Officers for information.

ENCLOSURE.

From the Government of India, Community Projects Administration, New Delhi, to the Development Commissioners of all State Governments, dated 12th March 1956, No. CPA/3 (30)|56-Pub.

Development Commissioners in Parts 'A' and 'B' States.	1 copy of each film, 4 copies of each filmstrips and 2 copies of each quarterly newsreels.
Development Commissioners in Part 'C' States.	1 copy of each film and 1 copy of each filmstrip.

[Supply of films, filmstrips and newsreels by the Ministry of Information and Broadcasting.]

In supersession of all previous letters on the subject mentioned above, the latest position of the supply of films, filmstrips and newsreels, free of cost, by the Films Division to the State Governments is given below:—

The Development Commissioners will be responsible for circulating these films, filmstrips and quarterly newsreel among the Information Centres and Project| Block Headquarters.

(13)

ENDORSEMENT No. 67172-RDP-VII/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH MAY 1956.

Communicated to all Collectors (except Madras), Project Executive Officers and Block Development Officers for information and necessary action in continuation of Endorsement No. 35976-RDP-VII/56-1, Public (Rural Development Projects), dated 24th March 1956.

ENCLOSURE.

Letter from the Community Projects Administration to the Development Commissioner, dated 2nd May 1956, No. CPA 30|56-Pub.

[Supply of films, filmstrips and quarterly newsreel for exhibition in Community Project areas.]

The Ministry of Information and Broadcasting have brought to our notice that a number of references have been received by them from the Block Development Officers and Project Executive Officers for supply of films for exhibition

in Community Development and National Extension Service areas. In this connexion your attention is invited to this Administration letter No. CPA|3 (30)|56-Pub., dated 12th March 1956, intimating that copies of films|filmstrips and quarterly newsreels will be supplied by the Films Division of the Ministry of Information and Broadcasting to the Development Commissioners direct. The latter would be responsible for circulating them amongst Information Centres and Project|Block Headquarters.

In view of the above, the Ministry of Information and Broadcasting cannot supply copies of the above to the Block Development Officers, etc., direct. I shall be grateful if you will kindly inform all the Block Development Officers| Project Executive Officers, etc., not to approach the Ministry of Information and Broadcasting for the above in future, but obtain all the requirements directly from you. A copy of the orders issued in this connection may kindly be supplied to this administration also.

(14)

MEMORANDUM No. 152816-RDP-XI/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 7TH FEBRUARY 1957.

[Community Development Programme—Development of Small Savings Scheme in rural areas—Instructions issued.]

[From the Ministry of Community Development, dated 20th December 1956, No. MCD/30(11)/56-Prg.]

A copy of the letter of the National Savings Commissioner, Simla, No. 3513/50(5)-SSS/55, dated 16th November 1956, is communicated to all Collectors except the Collector of Madras. They are requested to instruct the Block Development Officers to send regularly a copy of their tour programme to the respective District Organizers of Small Savings Scheme whose addresses will be furnished to them direct by the Deputy Regional National Savings Officer, Madras.

ENCLOSURE.

Letter from the National Savings Commissioner, Simla-3, to the Ministry of Community Development, New Delhi, dated 16th November 1956, No. 3513|50 (5)-SSS|55.

[Assistance of Community Projects Administration for the development of Small Savings Scheme in rural areas.]

At a tea party given in Delhi on 8th October 1956 by the Minister for Revenue and Defence Expenditure to the members, Central Advisory Committee, Women's Savings Campaign, Shri S. K. Dey, Minister for Community Projects and National Extension Services suggested to us that tour programmes of our District Organizers should be sent as a regular measure to workers of the Community Project Administration in each district, and that arrangements should be made likewise for the workers of the Administration in each district to send their tour programmes to our District Organizers.

2. We have issued instructions to our Regional National Savings Officers to ensure that our District Organizers send their tour programme to workers of the Community Projects Administration in the districts regularly. The workers of Community Projects Administration may now kindly be requested under intimation to this office to send their tour programmes to our District Organizers whose addresses will be furnished to the Community Project Department of the States direct by our Regional National Savings Officers.

(15)

MEMORANDUM No. 23390-RDP-XI/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH MARCH 1957.

[Community Development Programme—Small Savings Scheme—Promotion in Community Development and National Extension Service areas—Introduction of savings bank work where necessary—Particulars—Request.]

[*Reference*.—From the Deputy Regional National Savings Officer, dated 1st March 1957, No. 746/56-A.1.]

A copy of the letter cited is communicated to all Collectors except the Collector of Madras. They are requested to ascertain and report urgently a list of blocks where savings bank work is not done in any of the post offices within their area and the names of branch post offices in those blocks to which this facility should be extended. The list may be furnished direct to the Deputy Regional National Savings Officer, No. 10, Smith Road, Madras-2, with a copy to Government.

ENCLOSURE.

Letter from the Deputy Regional National Savings Officer to the Development Commissioner, Madras, dated 1st March 1957, No. 746|56-A-1.

[Small Savings Scheme—Promotion of in Community Project and National Extension Service areas.]

At the Conference of Regional National Savings Officers held in Bangalore in September 1956, it was decided that if there is not even a single post office doing post office savings bank work in some Community Project and National Extension Service areas, the matter should be reported to the Director-General, Posts and Telegraphs, for necessary orders. You may be aware that National Savings Certificates and National Plan Certificates transactions are allowed only in post offices doing savings bank work.

I request you to kindly ascertain and let me know whether there are no post offices doing savings bank work in Community Project and National Extension Service areas and if so, the names of branch post offices in the area to which this facility should be extended, may please be stated so that I can take up the matter with the Postmaster-General, Madras.

(16)

G.O. Ms. No. 1379, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 25TH APRIL 1957.

[Books and Publications—Tamil Journal "Grama Nalam"—Suggestions for increasing the revenue and fixing up the rates of subscription in the new decimal coinage—Orders passed.]

The Government accept the following proposals of the Public Relations Officer with a view to increase the income from "Grama Nalam" and thus to reduce the net expenditure on the publication of this journal. They should be implemented forthwith. Commission should be allowed to agents for advertisements canvassed by them at the following rates and on the terms given below :—

(i) *Rates of advertisement commission.*—(*a*) Ten per cent of the tariff rates on casual advertisements, where the value of the advertisements canvassed is less than Rs. 100 per year;

(*b*) Twenty per cent of the tariff rates where the value is above Rs. 100 and up to Rs. 1,000 per year;

(*c*) Twenty-five per cent of the tariff rates if the total value of the advertisements exceeds Rs. 1,000 per year.

(ii) *Payment of advertisement commission.*—(*a*) The Commission at 10 per cent may be deducted by the advertisement agent, in the charges payable, while forwarding the advertisements themselves.

(*b*) The additional commission will be paid only on actual performance reckoned once a quarter. This commission will be allowed as a rebate in the advertisement charges payable on fresh orders canvassed.

(*c*) In case where the advertisers remit the advertisement charges directly to this Department after sending their advertisement through the advertisement canvassers or advertisement agents, the commission due to the advertisement canvassers or advertisement agents will be paid by the Public Relations Officer after drawing the commission amount on contingent bill, provided the amount chargeable on the advertisement has been realized in full from the advertisers.

(iii) *List of registered advertisement agents or canvassers.*—(*a*) Each advertisement agent or canvasser will, on approval by Public Relations Officer as an agent or canvasser be registered as a standing advertisement agent or canvasser on receipt of the first booking of an advertisement. His name in the list will be kept alive for six months. If within this period there is no further advertisement canvassed by him his name will be removed from the list after due notice. The commission due under paragraphs 1 (i) (*a*), (*b*) and (*c*) above should be claimed within the period of notice which will be normally two weeks. The claims will lapse after the name is removed from the list of registered agents.

(*b*) No Government servant will be registered as an advertisement agent or canvasser.

2. As regards the advertisement rates in " Grama Nalam " the existing rates will continue.

3. The following will be the rates of subscription for " Grama Nalam " from 1st April 1957 :—

Annual subscription—1 Rupee 50 naye Paise.
Half-yearly subscription—75 naye Paise.
Price per single copy—13 naye Paise.

4. The expenditure on the payment of advertisement commission, etc., should be debited to " 25. General Administration Secretariat and Headquarters Establishment—J. Civil Secretariat —A. Chief Secretariat."

(17)

MEMORANDUM No. 42066-RDP-XI/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH MAY 1957.

[Community Development—Publicity—Publication of Kurukshetra —Supply of materials—Instructions—Issued.]

[*Reference.*—From the Publications Division, Ministry of Information and Broadcasting, dated 16th April 1957, No. K.R. (Genl)-IX/57.]

A copy of the letter cited together with its enclosure is communicated to all Collectors except the Collector of Madras and the Assistant Development Commissioners. They are requested to instruct the District Social Education Officers, Block Development Officers, Principals of Rural Extension Training Centres, Social Education Organizers and the subject matter specialists (Extension Officers) under their control to supply materials under the different captions referred to intended for publication in Kurukshetra to the Public Relations Officer, Fort St. George, Madras-9. The articles suitable for publication will be selected by a Board consisting of Additional Development Commissioner, Joint Development Commissioner and Editor, ' Grama Nalam '.

ENCLOSURE.

Letter from the Editor, ' Kurukshetra ', Publications Division, Ministry of Information and Broadcasting, Government of India, Old Secretariat, Delhi-8, to the Development Commissioner, Madras, dated 16th April 1957, No. KR (Genl)-IX|57.

I attach herewith copies of three announcements which are being published in *Kurushetra* with a view to get the best stories from our field workers for publication in our journal. I am sure every Block Development Officer (Social Education Organizer and Subject-Matter Specialist would have something to contribute. The Ministry of Community Development is most anxious that our Journal should reflect vividly the mind of our field workers and this can only be done by projecting their field experiences through our Journal. I will, therefore, be grateful if you could bring to the notice of your Project staff—the Block Development Officer, the Social Education Organizer and the Subject-Matter Specialist—individually in your State the need for communicating experiences to their brother workers through the columns of this Journal.

(1)

Let us hear your stories.

In the course of your work in the villages, you must have gone through novel experiences. We would like to share them with the readers of *Kurukshetra*. Every anecdote published will carry a prize of Rs. 20. The write-up should be brief, not exceeding 300 words. We have already started this new feature in this issue entitled "Have you Heard This?"

Prizes will also be awarded for the best 'Rustic Jokes' received during the month. Every month, *Kurukshetra* proposes to carry a page of such jokes. Jokes should be in good taste. First, second and third prizes of Rs. 25, Rs. 15 and Rs. 10 shall be offered for the three best jokes while Rs. 5 will be given for every additional joke published.

(2)

"I can never forget it."

In the course of your work as Block Development Officer, Social Education Organizer, or Subject-Matter Specialist, you have had many experiences. Some of them have left a lasting impression on your mind; you can never forget them. We would like you to share your most interesting experiences in the village with our readers. Make your story less than 1,000 words or three typed foolscap sheets of double-spaced matter. Every story accepted and published wil be paid at Rs. 25.

Address your contribution superscribed "I can never forget it" to the Editor, *Kurukshetra,* The Publications Division, Old Secretariat, Delhi-8.

(3)

"The job I like to do."

As multi-purpose workers, you have all had to do a variety of jobs—from inaugurating functions to giving a helping hand in the pavement of streets. You have to answer queries from the Auditor-General on the one hand and address public meetings and appeal to the good instincts of your countrymen on the other. You mix freely with the villagers and help yourself with a puff at the *Hookka* in the morning and hobnob with high officials and foreign dignatories later in the day. You love to hold our indefinitely on the benefits conferred by your programme and have a long story to tell your colleagues on official red-tape or bureaucratic woodenness. Either you have sold yourself entirely to social education and would put all your eggs in this basket, or you would go all out for small irrigation schemes. As normal human beings, you would only ask for your special cup of tea. We would be interested to hear from you as to what you like doing best—in the field, in the office and in the home. Your story should not exceed 500 words or 1½ typed foolscap sheets of double-spaced matter. Every story accepted and published will be paid at Rs. 20.

Address your contributions superscribed "The Job I like to do" to the Editor, *Kurukshetra,* The Publications Division, Old Secretariat, Delhi-8.

(18)

MEMORANDUM No. 37841-RDP-XI/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 13TH MAY 1957.

[Small Savings Scheme—Gift coupons scheme—Popularization.]

Reference.—From the Deputy Regional National Savings Officer, dated 1st April 1957, No. 1480/56-A-1.]

A copy of the letter cited is communicated to all Collectors except the Collector of Madras, Assistant Development Commissioners, Principals and Block Development Officers for information. They are requested to disburse prizes to individuals whenever occasion arises in the form of National Savings Certificates only.

ENCLOSURE.

Letter from the Deputy Regional National Savings Officer, No. 10, Smith Road, Madras-2, to the Development Commissioner, Madras, dated 1st April 1957, No. 1480|56-A1.

[Small Savings Scheme—Gift Coupons Scheme.]

In the past the rewards, prizes and gifts to individuals in recognition of their service have been, in many cases, made in the shape of National Savings Certificate, by Government and non-Government institutions. This process entailed the presentation by the offices|establishments, of application forms with the signature of the donees to the Post Office for the purchase of National Savings Certificate. On account of this, the donees knew the nature of the reward, even before it was made—thereby the element of pleasant surprise that usually goes with the rewards was lost.

This defect has now been removed by the introduction of the Gift Coupon Scheme by the Government of India. Under this scheme, National Savings Certificates|National Plan Certificates could be presented to an individual (adult or minor), without the necessity of the donee having to sign on the application form, beforehand. I enclose herewith a copy of notification, dated 25th September 1956, of the Ministry of Finance (Economic Affairs Department), New Delhi, setting out the details of the Gift Coupons Scheme.

These Gift Coupons have been printed artistically and would therefore serve ideally as gifts. They have an attractive get-up and are beautifully designed with a view to making the practice of presentation of National Savings Certificate|National Plan Certificate even more popular than at present. Plastic cases will be given to purchasers of Gift Coupons of high denominations.

The savings movement has to pay a vital role in educating Indians on the virtue of wise spending and wise saving and the success of the savings movement will certainly help in accelerating the pace of development of the country. A target of Rs. 100 crores per annum has been fixed for Small Savings Scheme collection during the Second Five-Year Plan, as against the target of Rs. 45 crores per annum fixed for the First Five-Year Plan. Intensive efforts have therefore to be taken to maximize the collections. This could be achieved only with the active and willing co-operation from Government and non-Government institutions. The Government of India hope that if a larger number of persons begin to present National Savings Certificate|National Plan Certificate as gifts to others, the benefits of these securities would be appreciated by a large number of people.

I therefore request you to kindly consider the feasibility of making rewards and gifts to the officers, employees and the public in recognition of their services, in the shape of National Savings Certificate|National Plan Certificate through the Gift Coupon Scheme.

SUB-ENCLOSURE.

NOTIFICATION.

(COMMUNICATION DIVISION.)

New Delhi, the 25th September 1956.

S.R.O. No. 2154.—In exercise of the powers conferred by section 6 of the Post Office National Savings Certificates Ordinance, 1914 (XLII of 1944), the Central Government hereby makes the following further amendments in the Post Office National Savings Certificates Rules, 1944, namely:—

In the said rules, after Note to clause (*d*) of sub-rule (1) of rule C, the following shall be inserted, namely:—

'(*e*) By presenting a Gift Coupon exchangeable for 12-Year National Savings Certificates|National Plan Certificates.'

NOTE (1).—Gift Coupons are obtainable from Post Offices in Rs. 5, Rs. 10, Rs. 50, Rs. 100 and Rs. 1,000 denominations by individual adults for presentation by them to others on auspicious occasions like marriage, birthday, and the like on receipt of an application in the prescribed form. The donee

may be a minor or an adult, as the case may be. Interest on certificates issued in lieu of Gift Coupons shall run from the date of issue of the Gift Coupon if the same is presented for exchange within three months from the date of its issue; in other cases, interest shall run from the date on which the Gift Coupon is tendered. If, for any reason, the proposed gift fails to materialise, certificates will be issued to the purchaser of the Gift Coupon from the Post Office of issue after the expiry of one month from the date of issue of the Gift Coupon. In case, however, the purchaser is unable to purchase certificates for the reason that he already holds National Savings Certificates|National Plan Certificates up to the prescribed maximum limits, the face value of the Gift Coupon will be refunded to him on his surrendering the coupon at the Post Office of issue at any time after the expiry of three months from the date of its issue.

NOTE (2).—A Gift Coupon cannot be redeemed by the donee in cash. If the donee already holds National Savings Certificates|National Plan Certificates up to the prescribed maximum limits he may return the Gift Coupon to the donor for refund to him of the value of the Gift Coupon as stated above.

NOTE (3).—The Government shall not accept any responsibility if the Gift Coupon(s) is exchanged by a person other than the donee, for a National Savings Certificate(s)|National Plan Certificate(s).

[No. 5270-C3|PT|56.]

(19)

MEMORANDUM No. 41417-RDP-XI/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH JUNE 1957.

[Community Development—National Extension Service Programmes —Publicity—Supply of films—Instructions.]

Films are being received from Government of India for exhibition in the blocks and they are sent to the various blocks in the districts, with a view to build up stocks in each district from which all the Block Development Officers could take films for exhibition in their blocks. In the absence of a district organization for taking charge of these films, the films are kept with certain Block Development Officers.

2. A complete list of films received so far, with the designation of the officer to whom the films are entrusted is enclosed. All Block Development Officers are requested to make full use of the films available by taking the films on loan from the Block Development Officers to whom the films are entrusted. Principals, Extension Training Centres, may also make use of the films available.

3. Block Development Officers to whom films have been entusted should maintain a register in the form given in the annexure to watch the supply and return of films. Each film should be entered in the register as soon as it is received. Whenever the films are sent to any other Block Development Officer the fact should be noted in the register and the return of the film watched. A time limit not exceeding 15 days should be fixed for the return of the films, whenever it is sent.

ANNEXURE.

Name of film.

Date of receipt.

Serial number. (1)	*Officer to whom the film has been loaned.* (2)	*Date of despatch.* (3)	*Date of return of the film.* (4)

Separate pages to be set apart for each film.

ENCLOSURE.

LIST OF FILMS.

Name of the film. (1)	*Length of film.* (2)	*Designation of the officer to whom the films are entrusted.* (3)
	North Arcot district.	
1 War on waste	16 mm.	Block Development Officer, Tiruvannamalai.
2 New Pastures	Do.	Do.
3 Dirty habits	Do.	Do.
4 The war that never ends	Do.	Do.
5 India Independent	Do.	Do.
6 Glimpse of Ghandiji	Do.	Do.
	South Arcot district.	
1 Two Worlds	16 mm.	Block Development Officer, Chidambaram.
2 Taming the Sutlej	Do.	Do.
3 Shoulder to shoulder	Do.	Do.
4 Better breeds	Do.	Do.
5 Benefits of Bakra Nandal	Do.	Do.
6 Tungabadra	Do.	Do.
7 Importance of pure water supply.	Do.	Do.
	Chingleput district.	
1 Building from below	16 mm.	Block Development Officer, Tirukkalikundram.
2 Vindhya Pradesh	Do.	Do.
3 Khetki Sudhar copy No. 12 C. 4208 I Reel.	Do.	Do.
4 Khetki Sudhar, copy No. 12 C. 4208 II Reel.	Do.	Do.
5 Health for millions	Do.	Do.
6 Planned achievement	Do.	Do.
7 Save Our Soil	Do.	Do.

Name of the film.	Length of film.	Designation of the officer to whom the films are entrusted.
(1)	(2)	(3)
	Chingleput district—cont.	
8 Important people	16 mm. ..	Block Development Officer, Tirukkalikundram.
9 Golden River	Do. ..	Do.
10 Song of South	Do. ..	Do.
11 Better breeds	Do. ..	Do.
12 People's participation	Do. ..	Do.
13 Towards better society	Do. ..	Do.
14 To-morrow is ours, Part I ..	Do. ..	Do.
15 Do. Part II ..	Do. ..	Do.
16 Mitra ta ki Yatra I ..	Do. ..	Do.
17 Do. II ..	Do. ..	Do,
18 Do. III ..	Do. ..	Do.
19 Do. IV ..	Do. ..	Do.
20 Do V ..	Do. ..	Do.
21 Do. VI ..	Do. ..	Do.
22 Do. VII ..	Do. ..	Do.
23 Do. VIII ..	Do. ..	Do.
24 Do. IX ..	Do. ..	Do.
25 Do. X ..	Do. ..	Do.
26 Do. XI ..	Do. ..	Do.
27 Do. XII ..	Do. ..	Do.
28 Do. XIII ..	Do. ..	Do.
29 Kashmir books ahead ..	Do. ..	Do.
30 Sangeet Bharat, Part I ..	Do. ..	Do.
31 Earth and Water, Parts I and II.	Do. ..	Do.
32 Kisan Sammelanam (2 reels) ..	Do. ..	Do.
33 Sangeet Bharat, Part I	Do. ..	Do.
34 I.N.R. Magazine No. 2	Do. ..	Do.
35 Do. No. 3	Do. ..	Do.
36 Do. No. 4	Do. ..	Do.
	Coimbatore district.	
1 Road to New India	16 mm. ..	Project Executive Officer, Erode.
2 Profitable Pasture	Do. ..	Do.
3 Training of progress	Do. ..	Do.
4 Basic Education	Do. ..	Do.
5 Training of men	Do. ..	Do.
6 Etawah story	Do. ..	Do.
7 Improved seeds	Do. ..	Do.
8 Grow rice new way	Do. ..	Do.
9 Khat-ki-Karat	Do. ..	Do.
10 War on waste	Do. ..	Do.
11 Handicrafts of Travancore ..	Do. ..	Do.
12 Community singing	Do. ..	Do.
13 Mosquito menace	Do. ..	Do.

Name of the film. (1)	Length of film. (2)	Designation of the officer to whom the films are entrusted. (3)
Coimbatore district—cont.		
14 Project for plenty	16 mm. ..	Project Executive Officer, Erode.
15 Busy Hands	Do. ..	Do.
16 Better travel	Do. ..	Do.
17 New Pastures	Do. ..	Do.
18 Fibres to fabrics	Do. ..	Do.
19 Co-operative farming	Do. ..	Do.
20 Festival time	Do. ..	Do.
21 The Iron Horse	Do. ..	Do.
22 Story of steel	Do. ..	Do.
23 Food facts	Do. ..	Do.
24 I.N.R. Magazine No 1	Do. ..	Do.
25 Case of Mr. Critic	Do. ..	Do.
26 Right men for the job	Do. ..	Do.
27 Case of Mr. Critic	Do. ..	Do.
28 Earth and Water, Parts I and II	Do. ..	Do.
29 Kisan Sammelan	Do. ..	Do.
30 Minor Irrigation Works ..	Do. ..	Do.
31 I.N.R. Magazine No. 1	Do. ..	Do.
32 Do. No. 2	Do. ..	Do.
33 Do. No. 3	Do. ..	Do.
Kanyakumari district.		
1 Naya Paisa, Parts I and II ..	16 mm. ..	Block Developmet Officer, Agastheeswaram.
2 Yuwak Mangal Dal, 1 copy ..	Do. ..	Do.
3 Social Education, Parts I and II.	Do. ..	Do.
4 Seven Islands, Parts I and II.	Do. ..	Do.
The Nilgiris district.		
1 Sangeet Bharat II	16 mm. ..	Block Development Officer, Ootacamund.
2 Villages and Women, 2 reels.	Do. ..	Do.
3 N. R. Magazine No. 7	Do. ..	Do.
Madurai distirct.		
1 Kashmir books ahead	16 mm. ..	Block Development Officer, Gandhigram.
2 To bring learning alive ..	Do. ..	Do.
3 Importance of pure water-supply.	Do. ..	Do.
4 South Kanara	Do. ..	Do.
5 Rustic delights	Do. ..	Do.
6 Community song	Do. ..	Do.
7 Music of India	Do. ..	Do.
8 Project for plenty	Do. ..	Do.

Name of the film. (1)	Length of film. (2)	Designation of the Officer to whom the films are entrusted. (3)
	Madurai district—cont.	
9 Training of men	16 mm.	Block Development Officer, Gandhigram.
10 War on waste	Do.	Do.
11 Basic Education	Do.	Do.
12 Mosquito menace	Do.	Do.
13 Profitable Pastimes	Do.	Do.
14 Freedom marches on	Do.	Do.
15 A page from History	Do.	Do.
16 Private life of silk worm	Do.	Do.
17 Handicrafts of India (Travancore).	Do.	Do.
18 Etawah story	Do.	Do.
19 Kulu, the happy valley	Do.	Do.
20 Shantiniketan	Do.	Do.
21 Shoulder to shoulder	Do.	Do.
22 Industrial Bihar	Do.	Do.
23 Bharatiya Natyam	Do.	Do.
24 The Holy Himalayas	Do.	Do.
25 Rajasthan series III	Do.	Do.
26 Drums of India	Do.	Do.
27 Green Glory	Do.	Do.
28 Forgotten Empire	Do.	Do.
29 Our original inhabitants	Do.	Do.
30 Land of enlightenment	Do.	Do.
31 Madhya Bharat series, Part I.	Do.	Do.
32 Do. Part II.	Do.	Do.
33 Training for progress	Do.	Do.
34 Improved seeds	Do.	Do.
35 Khat-ki-Khurat	Do.	Do.
36 People's participation	Do.	Do.
37 Grow rice the new way	Do.	Do.
38 The Stranger	Do.	Do.
39 Better travel	Do.	Do.
40 Right men for job	Do.	Do.
41 Indian News Review Magazine.	Do.	Do.
42 Tree of wealth	Do.	Block Development Officer, Tirumangalam.
43 Poultry	Do.	Do.
44 Jap method of cultivation	Do.	Do.
45 Veteraries on the land	Do.	Do.
46 Mahathma Gandhiji II	Do.	Do.
47 Jana Gana Mana	Do.	Do.
48 Health and Happiness	Do.	Do.
49 School for farmers	Do.	Do.
50 Grow More Food	Do.	Do.
51 Need of the movement	Do.	Do.
52 Danki Khete	Do.	Do.
53 Tree of wealth	Do.	Do.

Name of the film. (1)	Length of film. (2)	Designation of the Officer to whom the films are entrusted. (3)
	Salem district.	
1 Indian Art through Ages	16 mm.	Block Development Officer, Attur.
2 Home for homeless	Do.	Do.
3 Handicrafts of Travancore	Do.	Do.
4 XIV Indian Olympics	Do.	Do.
5 The war that never ends	Do.	Do.
6 Friend and Foe	Do.	Do.
7 India Independent	De.	Do.
8 Freedom marches on	Do.	Do.
9 Sailors of to-morrow	Do.	Do.
10 My Lady Nicotine	Do.	Do.
11 Lacs from lac	Do.	Do.
12 Beat T.B.	Do.	Do.
13 Your baby	Do.	Do.
14 Personal Hygiene	Do.	Do.
15 Our Constitution	Do.	Do.
16 Subsidiary food	Do.	Do.
17 Basic Education	Do.	Do.
18 Co-operative farming	Do.	Do.
19 Account on Asia	Do.	Do.
20 Profitable Pastimes	Do.	Do.
21 Our Territorial Army	Do.	Do.
22 National Defence Academy	Do.	Do.
23 Story of steel	Do.	Do.
24 Mosquito menace	Do.	Do.
25 The marked man	Do.	Do.
26 Women in white	Do.	Do.
27 Yoga for health	Do.	Do.
28 Democracy in action	Do.	Do.
29 Training of men	Do.	Do.
30 Rights and Responsibilities	Do.	Do.
31 Food facts	Do.	Do.
32 Hidden hazards	Do.	Do.
33 Your eyes	Do.	Do.
34 Public school of India	Do.	Do.
35 Civil Aviation Training Centre.	Do.	Do.
36 The National Foundation	Do.	Do.
37 National Physical Laboratory.	Do.	Do.
38 Music of India	Do.	Do.
39 Our Armed Forces	Do.	Do.
40 Our hidden wealth	Do.	Do.
41 Arrest Leprosy	Do.	Do.
42 India ploughs deeper	Do.	Do.
43 Six years of freedom	Do.	Do.

Name of the film. (1)	*Length of film.* (2)	*Designation of the officer to whom the films are entrusted.* (3)
	Salem district—cont.	
44 Road to New India	16 mm. ..	Block Development Officer, Attur.
45 Shoulder to Shoulder	Do. ..	Do.
46 National Cadet Corps	Do. ..	Do.
47 Schooling in Sub-continent ..	Do. ..	Do.
48 Song of the South	Do. ..	Do.
49 Family Planning	Do. ..	Do.
50 N.C.C. Marches on	Do. ..	Do.
51 Our Cattle Wealth	Do. ..	Do.
52 S.O.S. (Save Our Soil)	Do. ..	Do.
53 People's Participation	Do. ..	Do.
54 Mission of Peace	Do. ..	Do.
55 The Re-union	Do. ..	Do.
56 Better breeds	Do. ..	Do.
57 Our Panchayat	Do. ..	Do.
58 Land of Dancing Shiva ..	Do. ..	Do.
59 Our Flag	Do. ..	Do.
60 Holiday Hobbies	Do. ..	Do.
61 Wealth of Our Waters	Do. ..	Do.
62 The Roof over the Head ..	Do. ..	Do.
63 Music of India (Drums) ..	Do. ..	Do.
64 Delhi Capital of India ..	Do. ..	Do.
65 India's M.P.'s Visit to Indonesia, Part I.	Do. ..	Do.
66 India's M.P.'s. Visit to Indonesia, Part II.	Do. ..	Do.
67 River in Harness	Do. ..	Block Development Officer, Krishnagiri.
68 Planned Parentheed	Do. ..	Do.
69 Friend and Foe	Do. ..	Do.
70 Freedom Marches on	Do. ..	Do.
71 Your Baby	Do. ..	Do.
72 Basic Education	Do. ..	Do.
73 Mosquito Menace	Do. ..	Do.
74 The Marked Man	Do. ..	Do.
75 Arrest Leprosy	Do. ..	Do.
76 Our Cattle Wealth	Do. ..	Do.
77 Road Sense	Do. ..	Do.
	Tanjore district.	
1 Growing of Coconuts	16 mm. ..	Block Development Officer, Vedaranyam.
2 Minor Irrigation Works	Do. ..	Do.
3 Sangheet Bharat, Part II .	Do. ..	Do.
4 Villages and Women (2 reels) ..	Do. ..	Do.
5 Bee-keeping (2 reels) ..	Do. ..	Do.
6 I.N.R. Magazine No. 7 ..	Do. ..	Do.

Name of the film. (1)	Length of film. (2)	Designation of the officer in whom the films are entrusted. (3)
Tiruchirappalli district.		
1 Dirty Habits	16 mm.	Block Development Officer, Karur.
2 Beat T.B.	Do.	Do.
3 Personal Hygiene	Do.	Do.
4 Basic Education	Do.	Do.
5 Co-operative Farming	Do.	Do.
6 Community singing	Do.	Do.
7 The Marked Man	Do.	Do.
8 Rights and Responsibilities	Do.	Do.
9 Mahabalipuram	Do.	Do.
10 Arrest Leprosy	Do.	Do.
11 Six Years of Freedom	Do.	Do.
12 Important People	Do.	Do.
13 People's Participation	Do.	Do.
14 Our Flag	Do.	Do.
15 Glimpses of Gandhiji	Do.	Do.
16 Your Baby	Do.	Do.
17 Our Constitution	Do.	Do.
18 Subsidiary Foods	Do.	Do.
19 Winged scourge	Do.	Do.
20 Festival Time	Do.	Do.
21 Mosquito Menace	Do.	Do.
22 Democracy in Action	Do.	Do.
23 Food Facts	Do.	Do.
24 A Loaning Question	Do.	Do.
25 Holy Himalayas	Do.	Do.
26 Family Planning	Do.	Do.
27 Our Cattle Wealth	Do.	Do.
28 Planned Achievement	Do.	Do.
29 Tree of Wealth	Do.	Do.
Tirunelveli district.		
1 Mr. Critic	16 mm.	Block Development Officer, Cheranmahadevi.
2 River of Hope	Do.	Do,
3 Project for Plenty	Do.	Do.
4 Folk Dances of India	Do.	Do.
5 Busy Hands	Do.	Do.
6 Fight of Flood	Do.	Do.
7 Trunch of the Villages	Do.	Do.
8 Tree of Wealth	Do.	Block Development Officer, Sankarankoil.
9 (*a*) Electricity in the Service of Man.	Do.	Do.
(*b*) Tube Wells	Do.	Do.

(20)

MEMORANDUM No. 77555-RDP-XI/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 3RD AUGUST 1957.

[Community Development—Publicity—Information Centres.]
[*Reference.*—From the Government of India, Ministry of Community Development, dated 5th July 1957, No. 9 (29)/57-Pub.]

A copy of the letter cited together with its enclosures is communicated to all Block Development Officers, Assistant Development Commissioners and Collectors. The Collectors and the Assistant Development Collectors are requested to return the questionnaire duly answered for transmission to the Government of India.

ENCLOSURE.

Letter from the Under Secretary to the Government of India, Ministry of Community Development, New Delhi, to the -in-charge, Information Centre, , dated 5th July 1957, No. 9 (29)|57-Pub.

[Information and Community Centres.]

I am directed to send herewith a questionnaire regarding the Information and Community Centre, which has been opened at the headquarters of your block. This questionnaire has been framed with a view to finding out

(*a*) whether supply of material is prompt and adequate;

(*b*) whether you are taking steps to popularise the new centre; and

(*c*) what assistance could be provided by this Ministry to make the Information Centres more attractive and useful.

2. A copy of the questionnaire is being sent to the Development Commissioner of your State for his information. It is requested that a reply to this questionnaire may please be sent as early as possible.

QUESTIONNAIRE.

To

The -in-charge,
Information Centre .

Please answer the following questionnaire, with marks (|X), regarding the Information and Community Centres at Block Headquarters and send back as early as possible:—

	Yes.	No.
1. Have you received materials from the Director, Publications Division, Ministry of Information and Publicity, Government of India, New Delhi, for your information and Community Centre? If so,		
(*a*) How frequent is the supply;		
(*b*) what is the nature of material;		
(*c*) whether any photographs have been received.		
2. Have you received all the literature, including Manual on Information and Community Centre, published by the Ministry of Community Development. A list is enclosed herewith. You may return this indicating the publications that you have not received so that fresh supply could be made.		

3. Do you get regular supply of 'Kurukshetra' and 'Gram Sevak'? Is your stock complete?

4. Have you received from the Advertising Consultant's Office the map of India showing the Community Project and National Extension Service areas, together with posters, broad sheets, calendars printed by them? How many have you received? Indicate their numbers and subject-matter.

5. Have you received photographs despatched by the Ministry of Community Development? If so, how many?

6. Have you received any publicity and information material from your State Government?

7. What are the newspapers, magazines, you are subscribing for Information and Community Centre?

8. What is the average attendance to the Information Centre? Is any register maintained?

9. Are you taking any step to popularise the Information and Community Centre through (a) group meetings, (b) panchayat sessions, (c) recreation programmes, (d) song and drama shows?

10. Are you making it a point to show the visitors to your Block the Information Centre? What do they think about it? Have you any visitors' book?

11. Is the Information and Community Centre located in its own building or in a rented room?

List of Publications issued by Ministry of Community Development.

Dated 1st July 1957.

1. Community Projects—A Draft Outline (obsolete).

2. Summary Record of First Development Commissioners' Conference (obsolete).

3. Community Projects—A Road to New India (obsolete).

4. Community Projects—Draft Handbook (under reprint).

5. Palm Gur Industry (obsolete).

6. Manual for Village Level Workers.

7. Inaugural Address by Shri V. T. Krishnamachari on the occasion of the inauguration of the Social, Education Course at Nilokheri (obsolete).

8. Remarks by Shri V. T. Krishnamachari at the Second Development Commissioners' Conference from 16th to 19th April 1953 (out of stock).

9. Rural Development through self-help by Dr. K. N. Katju (obsolete).

10. Orientation and Training Course for Project Exectuive Officers, at Nilokheri (obsolete).

11. C.P.A. Folders (obsolete).

12. Hand-made paper industry (obsolete).

13. Latrines for improved methods of excreta disposal in villages (out of stock).

14. Report for 1952-53—Community Projects Administration (obsolete).

15. Organization for a National Extension Service and Expansion of the Community Development Programme (out of stock).

16. National Extension Service and Community Development Programme (Administrative Organization at the Block Subdivision, district and State levels) (obsolete).

17. Building for To-morrow (obsolete).

18. Dehati Tatti (Hindi) (obsolete).

19. Summary Record of Second Development Commissioners' Conference (obsolete).

20. Soil in Rural Development (out of stock).

21. Report for 1953-54 (obsolete).

22. Summary of Report for 1953-54 (obsolete).

23. Manual on Minor Irrigation Works.

24. Community Projects Area Series No. 25—Guide to Conference Planning (obsolete).

25. Manual of Agricultural and Animal Husbandry (under reprint).

26. Community Projects Area Series No. 26—Manual on Budget (under reprint).

27. Community Projects Area Series No. 27—National Extension Movement (out of stock).

28. 'Kurukshetra' Series—

(*a*) Brick kiln co-operatives.
(*b*) The Village 'Ghani' (obsolete).

29. Road to Welfare State.

30. Community Projects Area Series No. 28—Manual for Village Road Construction.

31. Manual on Rural Housing (out of stock).

32. Community Projects Area Series No. 30—Syllabus for Training of Block Development Officers (out of stock).

33. Community Projects Area Series No. 35—Important Letters issued by Community Projects Area (out of stock).

34. Community Projects Area Series No. 36—Summary Record of Third Development Commissioners' Conference (out of stock).

35. Better Irrigation (under reprint).

37. Better Housing (under reprint).

36. Better Health (under reprint).

38. Better Farming (under reprint).

39. Better Roads (under reprint).

40. Main Recommendations and Conclusions of Third Development Commissioners' Conference (obsolete).

41. Social Education (out of stock).

42. Community Projects Area Series No. 34—Draft Manual for Village Level Workers Record.

43. Community Development Programme in India.

44. Manual on Social Education.

45. Remarks by Shri V. T. Krishnamachari, Deputy Chairman, Planning Commission at the Fourth Development Commissioners' Conference held at Simla (9th to 12th May 1955) (out of stock).

46. Main Recommendations and Conclusions of the Fourth Development Commissioners' Conference (out of stock).

47. Manual of Health.

48. Broadcast Talk by Shri S. K. Dey.

49. National Extension Service Talk Broadcast by Shri V. T. Krishnamachari.

50. The Village Play (obsolete).

51. Better Seeds.

52. Bee-keeping (out of stock).

53. Report, 1954–55 (obsolete).

54. Summary Record of Fourth Development Commissioners' Conference (obsolete).

55. Information and Community Centres—A Manual (under reprint).

56. Five and a half lakhs Villages on the Move (out of stock).

57. Primary Health Centre (out of stock).

58. Draft Manual on Administrative Intelligence (out of stock).

59. Community Projects Area Report, 1955–56 (out of stock).

60. Ram Rajya in Action (obsolete).

61. Training for Village Work.

62. Taking a Visitor Round.

63. Community Project and National Extension Service Blocks.

64. Pure Water for Village (under print).

65. Rabi Crop Estimate Survey.

66. Primary Health Centre—Popular Pamphlet.

67. Community Development Programme in India—Report of Survey by Mr. M. L. Wilson.

68. Guide for Student|Teacher Apprentices in Village Development.

69. Random Thoughts, Volume I.

70. Community Development Programme in India—A Pamphlet prepared to present to Marshall Bulganin.

71. National Extension Service and Community Projects during Second Five-Year Plan (out of stock).

72. A Critical Analysis of India's Community Development Programme by Carl C. Taylor.

73. Summary of Evaluation Report in Hindi.

74. Main recommendation and conclusions of Fifth Development Commissioners' Conference held at Nainital.

75. Hints on Fish Culture.

76. Vikas Mela.

77. Community Projects Area Letters (Cottage and Small-Scale Industries).

78. A Guide to Community Development.

79. We and Our Country.

80. Summary and Main Points on the Seminar held at Calcutta.

81. Irrigation, Water and the Community.

82. Community Projects in Pictures—A People's Movement.

83. As Others See It.

84. Summary Record of Fifth Development Commissioners' Conference held at Nainital.

85. A People's Project.

86. 'Kurukshetra' symposium.

87. Jawahar Lal Nehru on Community Development.

88. Random Thoughts, Volume II.

89. Community Projects Area—Annual Report, 1956–57.

90. Summary of Annual Report, 1956–57.

91. Summary Record of Discussions and Conclusions—Meeting of the State Development Commissioners and Secretaries of State Department of Agriculture, held at New Delhi (10th and 11th December 1956).

92. Main recommendations and conclusions of the Sixth Development Commissioners' Conference held at Mussoorie.

(21)

MEMORANDUM No. 19191-RDP-XI/57-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 13TH JULY 1957.

[Youth Camps and Labour Services—Conduct of.]

[*Reference.*—Letter No. 19191, Public (R.D.P.-XI/57-2, dated 4th June 1957, and letter from the Ministry of Education, Government of India, dated 24th June 1957, No. 40-1/(2)/56-D4.]

A copy of the letter cited from the Government of India is forwarded to the Collector of Tiruchirappalli. The Collector is requested to see that irregularities of the kind mentioned therein are avoided in future when such camps are organized.

ENCLOSURE.

Letter from the Assistant Educational Adviser to the Government of India, Ministry of Education and Scientific Research, New Delhi, to the Deputy Secretary to Government, Public (Rural Development Projects) Department, dated 24th June 1957, No. F. 40-1 (2)|56-D. 4.

[Labour and Social Service Camp conducted by Board High School, Manapparai—Accounts.]

I am directed to refer to the accounts received with your letter No. 19191-RDP-XI|57-2, dated 4th June 1957, and to say that the railway receipts enclosed with the accounts indicate the presence of some campers for whom children tickets were purchased. It was clearly stated in this Ministry's letter of even number, dated 22nd January 1957, that the campers should be between 13 and 16 years of age. It is, therefore, not understood why younger children were allowed to participate which necessitated the purchase of children tickets. The school authorities may be asked to act strictly according to the conditions under which the grant is sanctioned.

The accounts also indicate that a sum of Rs. 350 was paid in cash at the rate of Rs. 17-8-0 to each of the 20 non-students for the digging of earth done by them. This indirectly amounts to the employment of labour on daily wages which is against the spirit of the Labour and Social Service Scheme. Although, the amount of Rs. 17-8-0 in question conforms to the normal rate of Rs. 1-12-0 per head per day yet under the scheme of Labour and Social Service Camps the non-students (who were local) should have either stayed in the camp and dined with other campers in order to observe the principle of community life or alternatively they could take their meals at their homes if they so desired but they were not entitled to a payment in cash of this kind. The school authorities should be warned that such irregularities should not recur in future. The account is, however, approved by the Government of India as a very special case.

(22)

U.O. NOTE No. 69305/RDP-XI/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND AUGUST 1957.

[Community Development—Publicity—Activities under Community Development Programme—Publication of a monthly summary—Instructions—Issued.]

[*Reference.*—U.O. Note No. 63337-R.D.P.-/57-1, Public (Rural Development Projects), dated 25th June 1957.]

In the meeting of the State Development Commissioners held in New Delhi on the 5th June 1957, it was suggested among other things that a monthly summary on important activities done under the Community Development Programme may be issued every month. The Government accept the above suggestion and direct that a monthly summary of the important activities of the Rural Development Projects Department be published by the Public Relations Officer in the ' Grama Nalam ', and that the English copies of the same be sent to all Collectors, Block Development Officers, etc., and the Ministry of Community Development.

2. The sections in the Rural Development Project, except the Accounts Branches, are requested to furnish a short summary of the orders issued on the subjects noted against each in the annexure below on or before the *10th of every month* without fail to the Public (Rural Development Projects-XI), who will furnish them to the Public Relations Officer, for necessary action.

ANNEXURE.

R.D.P. I ..	Changes in Policy.
R.D.P. II ..	Gramdan.
R.D.P. III ..	Appointments of Block Development Officers, transfers, etc.
R.D.P. IV & X ..	Khadi Scheme.
R.D.P. V ..	Improvement in Agriculture, methods, loans, Animal Husbandry scheme, etc.
R.D.P. VI ..	Allotments for L. D. Works, Rural Water-supply Scheme, etc.
R.D.P. VII ..	Women's Welfare, Social Welfare and Education and Social Education.
R.D.P. VIII ..	Training Schemes and their progress.
R.D.P. IX ..	Recruitment of Gramsevaks, etc.
R.D.P. XI ..	Health and Sanitation.
R.D.P. XII ..	Recruitment of Gramasevikas and Social Education Organizers (Women), Appointment of Political sufferers, etc.
R.D.P. XIII ..	Important visitors to this State.

(23)

MEMORANDUM No. 5460-RDP-XI/57-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 31ST ANGUST 1957.

[Community Development Programme—Publicity—Information and Community Centres—Setting up of—Taking of photographs—Instructions—Issued.]

[*Reference.*—From the Government of India, Ministry of Community Development, dated 7th January 1957, No. 9 (30)/56-Pub.]

Extracts from the letter cited are communicated to all Block Development Officers for information and necessary action.

ENCLOSURE.

Extract from the letter from the Director (Information and Public Relations), Government of India, Ministry of Community Development, New Delhi, to all Development Commissioners of State Governments, dated 7th January 1957, No. MCD|9 (30)|56-Pub.

[Information and Community Centres.]

* * * * *

(ii) Cameras which are being supplied to intensive types of blocks may be used specially in taking pictures of the village heroes who are contributing their mite in the success of the programme. A farmer who has raised the largest crop, a person who has organized maximum number of co-operatives, a woman who has helped to set up "Mahila Mandals", etc., may be subjects of such photographic recognition. These photographs could be displayed in the Information Centres, where, as is indicated in the manual, the Block Advisory Committee or other committees are expected to meet.

* * * * *

(v) The Ministry of Information and Broadcasting have appointed Regional Officers, Five-Year Plan Publicity and the Field Publicity Officers in the States. They have been provided by the Ministry of Information and Broadcasting with films and projectors. The co-operation of those officers could well be enlisted by the Block authorities in arranging film shows at the Information Centres.

APPENDIX XXIII—PROGRESS REPORTS AND PERIODICALS.

(27)

G.O. R. No. 154, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 23RD JANUARY 1956.

[Community Development Programme—Administration and other Reports—Pro forma for use of certain heads of departments—Prescribed.]

READ—the following papers :—

G.O. No. 2644, Public (Rural Development Projects), dated 24th August 1955.

From the Director of Statistics, dated 9th January 1956, No. 27906 N/55.

Order—No. 154, Public (Rural Development Projects), dated 23rd January 1956.

A copy of the draft pro forma formulated by the Director of Statistics for reporting the activities undertaken by the Heads of Departments in Community Projects, Community Development and the National Extension Service Blocks is communicated to the Director of Women's Welfare/Director of Animal Husbandry/Chief Engineer (Electricity). She/He is informed that she/he should in future furnish the quarterly and annual reports prescribed in the Government Order read above in this form.

PRO FORMA FOR FURNISHING THE PARTICULARS OF WORK DONE BY WOMEN'S WELFARE DEPARTMENT IN THE COMMUNITY PROJECT, COMMUNITY DEVELOPMENT AND NATIONAL EXTENSION SERVICE AREAS OF THE MADRAS STATE FOR the quarter.................. / the official year................ / the Calendar year.............

1 Name of the Project or Block .. .. ..

2 Number of centres in the Block .. .. ..

Family Service.

3 Number of families contacted .. .. ..

4 Number of persons hospitalised .. .. ..

5 Number of persons benefitted by first aid and medical aid.

6 Number of persons for whom employment was secured.

7 Number of children admitted in schools .. ..

Community Service Centres.

8 Number of meetings held in the centres .. ..

9 Average attendance in the centres .. .. ..

Community Service Centres—cont.

10 Number of persons attending the centres outside the working hours of the centre.

11 Number of practical demonstrations held* ..

12 Number of persons attending literacy classes (average).

13 Number of children attending pre-basic classes ..

14 Number of Madar Sangams organised .. ..

Maternity and Child Welfare.

15 Number of cases attended by the maternity assistants.

(*a*) Ante-natal .. ..

(*b*) Maternity .. ..

(*c*) Post-natal .. ..

* Names of important demonstrations like cooking, spinning, etc., held should be indicated.

N.B.—The particulars to be furnished should relate to the *Block or the Project only. They should not be furnished jointly* for the Community Development areas or Community Project areas or National Extension Service areas or for two or three Blocks.

Subsidiary Industries.

(Names of industries to be entered in columns 1, 2, 3, etc).

	1.	2.	3.	4.	5.	6.
16 Number of participants						
17 Expenditure incurred						
18 Wages paid						
19 Total sale proceeds						

Spinning.

20 Number of participants .. ..

21 Number of hanks spun .. ..

22 Exchange value of hanks spun .. .. ..

Other crafts.

(Names of crafts to be specified in columns 1, 2, 3, etc.)

	1.	2.	3.	4.	5.	6.
23 Number of participants						
24 Expenditure incurred						
25 Wages paid						
26 Total sale proceeds						

27 A short note on the special items of development during the year or quarter in question with information regarding Non-Project Funds spent by the department in the Community Development Areas.

PRO FORMA FOR FURNISHING PARTICULARS OF WORK DONE BY THE ANIMAL HUSBANDRY DEPARTMENT IN THE COMMUNITY PROJECT, COMMUNITY DEVELOPMENT AND NATIONAL EXTENSION SERVICE AREAS OF THE MADRAS STATE FOR THE QUARTER ENDED / THE OFFICIAL YEAR / CALENDAR YEAR

1 Name of the Project or Block .. .. ..
2 Number of villages visited by the staff of the Department.
3 Number of pedigree bulls supplied .. .. ..
4 Number of pedigree birds supplied .. .. ..
5 Number of bulls maintained for breeding purposes.
6 Number of services performed .. .. ..
7 Number of stallions maintained .. .. ..
8 Number of services performed .. .. ..
9 Number of bucks maintained .. .. ..
10 Number of services performed .. .. ..
11 Number of castrations effected .. .. ..
12 Number of cases inoculated .. .. ..
12A Number of cases vaccinated .. ..
(i) Animal .. ..
(ii) Birds .. ..
13 Number of cattle treated .. ..
14 Number of calf births attended .. .. ..
15 Number of kid births attended .. .. ..
16 Number of epiziotic out-breaks attended .. ..
17 Number of dispensaries opened .. .. ..
18 Number of veterinary hospitals opened .. ..
19 Number of first-aid centres opened .. ..
20 Number of Artificial Insemination Centres opened.
21 Number of eggs supplied for hatching purposes ..
22 Total number of poultry units in the block ..
23 Number of propaganda meetings held .. ..
24 Special features if any in the Block .. ..
25 Short note on the development trends and other important activities of the department during the quarter or year in question with information regarding non-project funds spent by this Department in the Community Development areas.

N.B.—The particulars to be furnished should relate to the Block or the Project only. They should not be furnished jointly for the Community Development areas of Community Project areas or National Extension Service areas or for 2 or 3 Blocks.

PRO FORMA FOR FURNISHING THE PARTICULARS OF WORK DONE BY THE ELECTRICITY DEPARTMENT IN THE COMMUNITY PROJECT, COMMUNITY DEVELOPMENT AND NATIONAL EXTENSION SERVICE AREAS OF THE MADRAS STATE FOR THE QUARTER ENDED / THE OFFICIAL YEAR / THE CALENDAR YEAR

1 Name of the Project or Block ..

2 Number of villages in the Block ..

3 Number of villages previously benefited by the supply of Electric power.

4 Number of villages benefited during the quarter or years.

5 (a) Schemes of previous years completed during the current quarter or year and—

Estimated cost. Expenditure incurred in the period under report.

(b) During the current quarter or year—

6 Scheme sanctioned during the current quarter or year and on which work has begin—

Estimated cost. Expenditure incurred in the period under report.

7 Schemes sanctioned during in current quarter or year and completed in the period—

7 (a) If schemes are not expected to be completed during the year, the estimated expenditure incurred during the current quarter or year (i.e., schemes in progress).

Estimated cost. Expenditure incurred in the period under report.

(b) Total amount spent on the item during the current quarter or year—

8 Nature of supply—
(i) Domestic.
(ii) Agricultural.
(iii) Industrial.
(iv) Street lights.

9 Total energy supplied during the current quarter or year to the villages in the Block.

10 A short note on development trends during the current quarter or year with reference to policies laid by the Government from time to time.

N.B.—The particulars to be furnished should relate to the Block or the Project only. They should not be furnished jointly for the Community Development areas or Community Project areas or NNational Extension Service areas or for 2 or 3 Blocks.

(28)

MEMORANDUM No. 13664-RDP-V/55-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 6TH FEBRUARY 1956.

[Community Projects and National Extension Service—Agriculture—Fertiliser Demonstration Scheme—Quarterly reports—Called for.]

[*Reference.*—Government of India, Ministry of Food and Agriculture, dated 21st January 1956, No. F. 15-1/56-M.]

A copy of the letter cited together with its enclosure is communicated to all Collectors except the Collector of Madras, all Project Executive Officers and all Block Development Officers (Community Projects and National Extension Service). The Project Executive Officers and Block Development Officers are requested to submit in the prescribed pro forma the statement for the quarter ending 31st December 1955 as early as possible to the Director of Agriculture with copy to Collectors. The Director of Agriculture is requested to consolidate their statements and submit the consolidated statement direct to the Government of India, Ministry of Food and Agriculture, New Delhi, with a copy to the Public (Rural Development Projects) Department.

2. The statements for the subsequent quarters should be submitted regularly on or before 3rd of every succeeding month direct to the Director of Agriculture.

3. The Director of Agriculture is requested to consolidate the statements received from the Project Executive Officers and Block Development Officers and submit a consolidated statements before the 7th of the succeeding month direct to the Government of India with a copy to the Public (Rural Development Projects) Department.

ENCLOSURE.

Letter from the Ministry of Food and Agriculture, New Delhi, dated 21st|27th January 1956, No. F. 15-1|56-M.

[Fertilizer Demonstration Scheme—Quarterly report.]

I am directed to say that as the State Governments are aware a fertilizer demonstration scheme is being implemented by the Government of India in States. Under this scheme different fertilizers are being supplied to States, free of cost, for carrying out demonstration trials on cultivators' fields. A statement showing quantities of various fertilizers allocated to State during Khariff and Rabi 1955–56 is attached. I am to request that a quarterly statement as per enclosed *pro forma* showing the quantities distributed free of cost for demonstration purposes in the Community Projects areas and National Extension Service blocks may kindly be furnished to this Ministry regularly. The statement for the quarter ending 31st December 1955 may be sent to this Ministry immediately. For the subsequent quarters the information may kindly be sent before the 7th of the month subject to the quarter to which it relates.

Pro forma statement.

Quarter ended

Quantities of fertiliser distributed free of cost for demonstration purposes.

	Super phosphate.	Manure mixture.	Urea.	Ammonium sulphate nitrate.	Ammonium sulphate.	Muriate of potash.
	(1)	(2)	(3)	(4)	(5)	(6)
1 National Extension Blocks.						
2 Community Projects.						

NOTE.—(1) Figures of different fertilisers distributed be given separately.

(2) Figures of all fertilisers and not only those mentioned in the statement be given.

(29)

MEMORANDUM No. 22034-RDP-I/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 24TH FEBRUARY 1956.

[Community Development Programme—Quarterly progress reports on work done by the Extension Officers—Review by Collectors.]

[*Reference.*—G.O. Ms. No. 2644, Public (Rural Development Projects), dated 24th August 1955 and from the Director of Animal Husbandry, dated 10th February 1956, D.Dis. No. 4931-E/55.]

A copy of the reference cited is communicated to all Collectors for information and necessary action.

2. The Collectors are requested to see that in future copies of the reviews of Collectors on the work of the various extension officers are sent to the heads of departments concerned on the dates prescribed without fail. Their attention is in this connection invited to the orders issued in G.O. Ms. No. 387, Public, dated 2nd February 1956, in which the responsibility of heads of departments for the successful implementation of the Community Development Programme and for increasing the tempo of progress has been reiterated. It is necessary that they are posted with up-to-date details of progress in the Community Development areas.

ENCLOSURE.

Letter from the Director of Animal Husbandry, Madras, to the Additional Development Commissioner, Madras, dated 10th February 1956, No. D.Dis. 4931-E-2|55.

[Community Development Programme—Quarterly reports of work done by Animal Husbandry Extension Officers—Reviews of Collectors.]

[*Reference.*—G.O. Ms. No. 2241, Agriculture, dated 5th July 1954, G.O. Ms. No. 2644, Public (Rural Development Projects), dated 24th August 1955 and Government Memorandum No. 27113-RDP-I|55-1, dated 16th November 1955.]

In paragraph 2 of the Government Order first quoted above, Government ordered that the Collectors should send a copy of their review on the work done by the Animal Husbandry Extension Officers to this office and Government. In the Government Order and Memorandum second and third quoted above, Government fixed the data for sending such reviews. But copies of such reviews are not being received in this office regularly from all the Collectors within a reasonable time after the date fixed by Government. In order that this office may take timely action, whenever necessary, on the reviews of the Collectors and issue necessary instructions to the departmental officers to rectify defects, if any, that may be pointed out in such reviews, I request Government to be pleased to instruct all the Collectors to send to this office copies of their reviews of the work done by Extension Officers of Animal Husbandry on the prescribed date.

(30)

MEMORANDUM No. 33169-RDP-I/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 16TH MARCH 1956.

[Community Development Programme—Submission of periodicals —Instructions issued.]

READ—the following paper :—

Letter from the Director of Statistics, dated 8th March 1956, No. 24920-N/56.

A copy of the reference cited together with its enclosures is communicated to all Collectors, Project Executive Officers and Block Development Officers for information and necessary action.

ENCLOSURE.

Letter from Sri D. S. Rajabushanam, M.A., Director of Statistics, to the Additional Secretary to Government, Public (Rural Development Projects) Department, dated Madras, 8th March 1956, No. 24920-N|56.

[Community Development Programme—Quarterly and monthly progress report—Instructions.]

I submit to Government a draft note containing instructions to the Project Executive Officers and the Block Development Officers for the preparation of the monthly and the quarterly return and request that the Government may be pleased to issue them to enable the several officers to take note of the instructions for preparing the monthly and quarterly returns commencing from March 1956.

SUB-ENCLOSURE.

Community Development Programmes—Quarterly and monthly progress reports—Instructions regarding preparation.

1. *Targets.*—In many of the blocks targets have been fixed, but they are not entered in the monthly and quarterly reports. In the case of monthly report there is provision for entering targets in column (2). In the case of the quarterly report provision for entering target figures has been made in respect of some items. A separate column may be opened in the abstract in the case of Community Development Blocks and in the several tables found in the body of the report for National Extension Service Blocks for entering target figures. If targets have been fixed for one full year say X and if the break up targets for the month or the quarter are not available, pro rata targets may be worked out as X|12 or X|4 for the monthly and quarterly respectively and they may be furnished. If no targets have been fixed for certain items, specific mention may be made of this in the return. The monthly and the quarterly targets should be consistent. Disparities, if any, in the total for the three months and the figure entered in the quarterly statements should be explained.

2. *Physical achievements.*—Some Block Development Officers send the monthly report not in the prescribed form but in some other form. Some of the Community Development Blocks converted from National Extension Service still

continue to use the National Extension Service Pro forma. This should be discontinued and the Community Development Pro forma used in future. The monthly progress reports should invariably be in the prescribed Pro forma. The list of "Key Indicators" of progress communicated in G.O. R. No. 1778, Public (Rural Development Projects), dated 25th November 1955, has to be followed for reporting the monthly figures. In the list of "Key Indicators" are enumerated items for which targets and achievements during the period and the cumulative figures up to the end of the month have to be entered. As this is not a Pro forma by itself necessary columns should be opened on the model of the monthly reports previously submitted. The quarterly return should be in the printed Pro forma supplied for the purpose.

Physical achievements should always be reported in the units prescribed against each item. For example, 'Fertilsers and seeds' should be reported in maunds of 82-2|7 lb., 'drains' in yards, 'roads' in miles and furlongs and not in decimals (as say 4·5 miles) and 'areas' in terms of acres.

3. *General.*—(*a*) The figures furnished in the body of the report should correspond to the figures given in the abstract in the case of Community Development Blocks. Many discrepancies have been noticed between the figures furnished in the body of the report and the abstract, particularly in respect of seeds and fertilisers. Cumulative figures furnished in the quarterly and monthly reports should be consistent with the figures reported in the previous quarters and months. Discrepancies, if any, should be properly explained. If any figure has been corrected in a particular quarter, the position should be explained with reference to figures previously furnished. Wherever blocks have been bifurcated, and changes in the area of operations have been effected, physical achievements up to the date of bifurcation may continue to be reported in the old block itself.

The note on principal accomplishments during any particular quarter should cover all the nine points mentioned in paragraph 3 of the letter of the Director of Statistics No. 21045-N/55-4, dated 2t4h October 1955. Principal accomplishments may be separated from items in progress or for which sanction has been obtained.

(*b*) No column or item should be left unfilled as this does not convey anything. The word 'nil' may be entered if there is no figure to be entered against any particular item.

(*c*) As the figures entered against the several heads, get wrongly aligned especially in the carbon copies, arrangements may be made to draw horizontal lines to prevent the figures overlapping.

(*d*) As figures have been wrongly reported in respect of many items, the following instructions in regard to certain specific items are given:—

Compost pits.—Figures relating to this item should not include figures of manure pits repaired or constructed. Wherever such statistics are available they may be reported separately. Figures regarding the quantity of compost manufactured, if available, may be reported in terms of tons not against the item "Compost pits" as some Block Development Officers have done, but separately.

Fertilizers distributed.—As the term 'fertilizers' refers only to chemical fertilizers, particulars regarding the quantity of town compost and green manure distributed should not be included against the item 'fertilizers'. Town compost, farmyard manure or green manure, if any distributed, should be reported separately.

Improved seeds distributed.—Under this head, particulars regarding the quantity of improved strains distributed, both under food and non-food crops should be reported. *Green manure seeds distributed will not come under this head and should not therefore be included.* The quantity of green manure seeds distributed may be reported along with compost and farmyard manure referred to above.

4. *Implements distributed.*—The number of implements distributed should be reported and not the value of implements distributed or sold.

NOTE.—Particulars in respect of fertilizers, improved seeds, and implements should include quantities sold and distributed free.

Demonstration farms, demonstration plots and demonstrations conducted.—There has been some confusion in reporting physical achievements under this item. As different types of demonstrations are held both on the ryots' fields and on model farms by the Agricultural department, and as the number of demonstrations held on the ryots' fields in only one per plot and more than

one on the model farms, the total number of demonstrations conducted or held in any block should take into account both figures. The figures may be reported in the form below:—

Types of demonstration.	Demonstration farms. Number of demonstration.	Demonstration plots. Number of demonstration.
Japanese method of cultivation		
Fertilizers		
Seeds		
Implements		
Others		
Total ..		

The particulars regarding the number of villages and persons reached may continue to be reported in the columns provided for the purpose on page 7 of the Community Development Pro forma. This information may be furnished to cover all demonstrations enumerated above.

Irrigation.—The several columns provided for furnishing details regarding irrigation on pages 12 and 13 of the Community Development Pro forma and on page 8 of the National Extension Service Pro forma are not being filled in many cases. These details should be furnished in future.

Reclamation—Page 14 of the Community Development Pro forma.—The figure shown against item 3 should not include the "work in progress" that will be shown in item 2. Against item 5, the area that remains to be reclaimed, i.e., total cultivable waste at the end of the quarter may be shown. The figures shown against item 5 and item 4 when added together should correspond to the total area that stood to be reclaimed, when the Project or Block was being started.

Co-operative societies started.—The table regarding co-operation on page 6 of the National Extension Service Pro forma does not provide for furnishing cumulative figures of the number of new members enrolled, since the inception of the block. The number of co-operative societies that were functioning before the block started also get incorporated in the table. The following additional information may therefore be furnished in the following table:—

—	During the quarter.	Up to the end of the quarter.
Co-operative societies started		
Members enrolled		

Co-operative societies organized (Table 'C', page 7 of National Extension Service Pro forma and item 40 on page 40 of the Community Development Pro forma).—In the columns intended for reporting achievements during the quarter and up to the end of the quarter of "co-operative societies organized" figures regarding the number of societies (*a*) organized but not registered, (*b*) registered but not started, and (*c*) societies started on work should be entered.

Loans—Medium and short-term loans (pages 7 and 8 of the National Extension Service Pro forma).—There is some misunderstanding in the figures to be furnished under 'loans'. It is seen that some of the Block Development Officers are furnishing loans disbursed by co-operative societies, some have been furnishing figures of loans disbursed from Project funds, and some have combined both. As it is desirable to know particulars regarding loans disbursed by co-operatives as well as by the Block Development Officer or Project Executive

Officer under the schematic budget, the particulars may be reported in the following form:—

Purpose.	Loans disbursed by Co-operative Societies.			Loans disbursed from Project funds.	
	Short term.	Medium term.	Long term.	Minor irrigation.	Short term credit
(1)	(2)	(3)	(4)	(5)	(6)

People's contribution.—Figures relating to this item have not been consistent at all. There should be a proper assessment of the contribution made by the people and correct figures reported from the next quarter, i.e., for the quarter ending 31st March 1956.

Additional particulars.—In addition to the items for which physical achievements are now being reported, the Community Projects Administration, New Delhi, in recent months, has been calling for information on the items enumerated in the list attached. Arrangements should therefore be made to collect information for these items also and a supplementary statement attached to the quarterly statement, commencing from the quarter ending 31st March 1956. It is hoped that the Project Exectuive Officers and the Block Development Officers will take this opportunity to correct all previous discrepancies and furnish up to date statistics of achievements for the quarter ended 31st March 1956 and cumulative achievements up to 31st March 1956.

—	During the quarter.	Cumulative figures up to the end of the quarter.
Additional particulars—		
ANIMAL HUSBANDRY—		
1. Key village centres started		
HEALTH AND SANITATION—		
2 Primary health centres started		
3 Maternity and child welfare centres set up		
EDUCATION AND SOCIAL EDUCATION—		
4 Number of libraries started		
PARTICIPATION IN SUMMER CAMPS—		
5 (i) Number of A.C.C. and N.C.C. Cadets		
(ii) Number of students		
COMMUNICATIONS—		
6 Katcha road—		
Existing roads improved (miles)		
ARTS AND CRAFTS—		
7 Demonstration-*cum*-training centres started ..		
8 Number of persons trained—		
(a) Basic training		
(b) Refresher training		
9 Number of persons provided with additional employment—		
(a) Part-time.		
(b) Full time.		

	During the quarter.	*Cumulitive figures up to the end of the quarter.*
10 Families benefited by development work—		
(*a*) Number of families benefited by development work.		
(*b*) Total number of families in the blocks ..		
11 Number of meetings held (Project Advisory Committee) or (Block Advisory Committee).		

Items 2, 3, 7 and 8 to be furnished by National Extension Service Blocks only.

Items 6 and 10 (*a*) and (*b*) to be furnished by Community Development Blocks.

(31)

MEMORANDUM No. 20476-RDP-I/57-1, PUBLIC (RURAL DEVELOPMENT PROJECT), DATED 26TH APRIL 1956.

[Community Development Programme—Administrative Intelligence—Work done under the Small Savings Scheme—Descriptive report—Called for.]

[*Reference.*—G.O. Ms. No. 1457, Public (Rural Development Project-VII), dated 24th April 1956 and from the Government of India, Ministry of Community Development, dated 19th February 1957, No. 30 (11)/56-Preg.]

Copies of the references cited are communicated to the Director of Statistics and he is requested to review the progress reports of the Block Development Officers received by him, for the quarter ending 31st December 1956 and submit to the Government a short descriptive note, called for by the Government of India, Ministry of Community Development in paragraph 2 of their letter second cited, before 1st May 1957. In future a similar descriptive note may be submitted to Government for each quarter.

The attention of the Block Development Officers is invited to the orders issued in paragraph 3 of the Government Order first cited and they are requested to furnish the particulars relating to the small saving movement in a separate paragraph in quarterly progress reports submitted by them.

(32)

G.O. Ms. No. 1514, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 28TH APRIL 1956.

[Books and Publications—Public (Rural Development Projects) Department—Community Development Programme—Administration Report—Publication—Programme of dates—Fixed.]

READ—the following papers :—

G.O. Ms. No. 269, Rural Welfare, dated 23rd February 1953.

G.O. Ms. No. 1725, Agriculture, dated 24th May 1954.

G.O. Ms. No. 2644, Public, dated 24th August 1954.

From the Director of Statistics, dated 3rd December 1955, No. 24752-N/55-1.

From the Controller of Stationery and Printing, dated 24th December 1955, No. PR. No. 122226/3413/55-Bk.

Order—No. 1514, *Public (Rural Development Projects), dated 28th April* 1956.

In order to avoid delays in the publication of the annual administration report relating to the Community Development Programme, it has been suggested that a programme of dates for the receipt, review, printing, publication, etc., of the report should be fixed. Accordingly a programme of dates has been drawn up in consultation with the Director of Statistics and the Controller of Stationery and Printing which is annexed to this order. The heads of departments concerned, the Collectors, the Director of Statistics and the Controller of Stationery and Printing are requested to see that the dates prescribed are strictly adhered to.

ANNEXURE.

Stage of report—	*Latest date.*
1 Report in manuscript to be furnished to the Director of Statistics by the Heads of Departments concerned and the Collectors.	20th April.
2 Consolidated report in manuscript to be submitted to Government by the Director of Statistics (in duplicate).	20th June.
3 Manuscript to be sent to the Controller of Stationery and Printing by the Public (Rural Development Projects) Department for printing the report.	5th July.
4 Despatch of proof by the Controller of Stationery and Printing to the Director of Statistics.	15th August.
5 Return of corrected proof by the Director of Statistics to the Controller of Stationery and Printing.	25th August.
6 Distribution of copies by the Controller of Stationery and Printing according to the distribution list and to the Director of Information and Publicity for release to the Press.	By the 10th September.
7 Despatch of review to the Controller of Stationery and Printing by the Public (Rural Development Projects) Department.	10th October.
8 Receipt of proof review by the Public (Rural Development Projects) Department from the Controller of Stationery and Printing.	15th October.
9 Return of corrected proof of review with approved report.	21st October.
10 Despatch by the Controller of Stationery and Printing of copies of review according to the distribution list.	By the 15th November.

(33)

G.O. R. No. 977, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 30TH MAY 1956.

[Community Development Programme—Administration and other reports—Normal activities of the Animal Husbandry Department—Revised *pro forma*—Prescribed.]

READ—the following papers :—

G.O. Ms. No. 2644, Public (Rural Development Projects), dated 24th August 1955.

G.O. R. No. 154, Public (Rural Development Projects), dated 23rd January 1956.

From the Director of Statistics, dated 18th April 1956, No. 27906 N/56.

Order—No. 977, Public (Rural Development Projects), dated 30th May 1956.

In modification of the orders issued in the Government Order second cited, the Government direct that in future the Director of Animal Husbandry should furnish the quarterly and annual returns, prescribed in the Government Order first cited in the revised *pro forma* appended to this order.

APPENDIX.

QUARTERLY REPORT ON THE NORMAL ACTIVITIES OF THE ANIMAL HUSBANDRY DEPARTMENT IN THE COMMUNITY PROJECT, COMMUNITY DEVELOPMENT AND NATIONAL EXTENSION SERVICE AREAS

The quarter ended
The official year.
Calendar year.

Name of the projects or blocks.

I. Breeding bulls.

1 Number of bulls at stud on.
2 Number of bulls included in the premium scheme.
3 Number of bulls supplied under bull distribution scheme.
4 Number of services performed by the bulls.
5 Number of calves born and verified.
6 Premia paid for bulls.

II. Stallions at stud.

1 Number of stallions at stud.
2 Number of stallions supplied.
3 Number of services performed.
4 Number of foals born, if any.

III. Bucks for breeding.

1 Number of bucks maintained for breeding purposes.
2 Number of bucks supplied.
3 Number of services performed.
4 Number of kids born.

IV. *Poultry Husbandry.*

1 Number of poultry units maintained on,
2 Number of poultry units started.
3 Number of pedigree birds supplied during the period—
(*a*) Cockerels.
(*b*) Pullets.
(*c*) Chickens.
4 Number of eggs supplied for hatching.
5 Number of chicks hatched out.

V. *Treatment.*

1 Number of Veterinary Institutions in the block—
(*a*) Dispensaries.
(*b*) First aid centres.
2 Number of cases treated—
(*a*) Equines.
(*b*) Bovines.
(*c*) Others.
3 Number of cases of parturition attended, if any.

VI. *Control of contagious diseases.*

1 Number of outbreak reports attended.
2 Number of vaccinations done—
(*a*) Cattle including buffaloes.
(*b*) Sheep and goats.
(*c*) Poultry.
(*d*) Other animals.

VII. *Artificial Insemination.*

1 Number of artificial insemination centres in the block.
2 Number of artificial insemination centres opened.
3 Number of cows inseminated.
4 Number of cases verified.
5 Number of calves born and verified.

VIII. *General.*

1 Number of cattle fairs attended.
2 Number of cattle shows conducted.
3 Number of villages visited.
4 Any other item of work relating to livestock improvement such as establishing fodder plots or pasture lands and Animal Husbandry Services.
5 Development trends and other important activities.
6 Important visitors or inspecting officers.

IX. *Propaganda.*

1 Number of propaganda meetings held in the quarter in villages.
2 Number of lectures delivered in schools.
3 Number of exhibitions arranged.

X. Expenditure.

1 Total expenditure within the block area from the funds of the Animal Husbandry Department.

2 Expenditure during the quarter alone.

NOTE.—(1) All these particulars should relate to the particular block or area only.

(2) Separate reports should be sent for each of the Community Project Development Blocks and National Extension Service areas every quarter.

(34)

G.O. R. No. 1175, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 29TH JUNE 1956.

[Community Development Programme—Administration and other reports of activities of the Co-operative Department—*Pro forma* for the use of—Prescribed.]

READ—the following papers :—

G.O. Ms. No. 2644, Public (Rural Development Projects), dated 24th August 1955.

From the Director of Statistics, dated 4th February 1956, No. 27906 N/56.

From the Registrar of Co-operative Societies, correspondence resting with letter No. 39092/56-C (R), dated 15th June 1956.

Order—No. 1175, *Public (Rural Development Projects), dated* 29th *June* 1956.

The Government direct that the quarterly and annual reports prescribed in the Government Order read above, relating to the activities of the Co-operative Department in the Community Development areas be furnished in the *pro forma* appended to this order.

APPENDIX.

PRO FORMA FOR FURNISHING THE DETAILS OF WORK DONE BY THE CO-OPERATIVE DEPARTMENT IN THE COMMUNITY PROJECTS, COMMUNITY DEVELOPMENT AND NATIONAL EXTENSION BLOCKS.

QUARTER ENDED..............

OFFICIAL YEAR................

CALENDAR YEAR..............

I. General.

1 Name of the district.

2 Name of the Project/Community Development Block/National Extension Service Block.

3 Total number of societies functioning at the beginning of the period—

(*a*) Credit.

(*b*) Non-credit.

I. General—cont.

4 Number of societies started during the period—
(*a*) Credit.
(*b*) Non-credit.

5 Number of members entrolled in the 'old' and newly started societies.

6 Number of villagers covered by the societies started during the period.

7 Number of villages yet to be brought under co-operative fold.

8 Amount of loans disbursed by co-operative credit societies and land mortgage banks during the period.
(*a*) Short-term loan Rs.
(*b*) Medium-term loans Rs.
(*c*) Long-term loans Rs.

9 Number of dormant societies revived during the period.

II. Introduction of multi-purpose activities.

1 Number of credit societies in which multi-purpose activities were introduced during the period.

2 Number of credit societies which are yet to undertake these activities.

III. Co-operative distribution.

1 Number of societies which undertook the purchase and distribution of members' requirements during the period.

2 Value of articles purchased and distributed.

3 Number of members benefited.

IV. Co-operative marketing of agricultural produce.

1 Number of societies which engaged themselves in the marketing of members' produce.

2 Value of produce sold through the societies.

3 Number of members benefited.

V. Promotion of thrift.

1 Number of societies which distributed hundi boxes to the members.

2 Number of boxes distributed.

3 Amount saved by the members during the period Rs.

VI. Miscellaneous.

(*a*) Give a brief account of the steps taken to organize Health Co-operative Societies and Farming Societies in the area.

(*b*) Indicate briefly the activities of the societies in undertaking local development works in the area.

(35)

MEMORANDUM No. 86441-RDP-I/56-3, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 30TH JUNE 1956.

[Community Development Programme—Quarterly Progress report for reporting Project or Block activities under Agriculture—*Pro forma*—Prescribed.]

[*Reference.*—From the Director of Statistics, dated 18th July 1956, No. 27906 N/56.]

A revised *pro forma* covering all the items mentioned by the Director of Agriculture in the *pro forma* submitted by him along with his notes and agenda to the Rural Development Board meeting held on 27th July 1956, and items included in the Draft Manual on Administrative Intelligence is communicated to the Director of Agriculture. Project or Block activities under Agriculture for every quarter, beginning with first July of each year should be reported in this *pro forma* hereafter. Targets for each quarter, year and the block period should be fixed under each item with reference to the natural conditions and targets for agricultural productions envisaged in the plan. Any short-fall in relation to the target fixed should be explained in detail in column (9) of the *pro forma*.

DRAFT PRO FORMA FOR REPORTING PROJECT OR BLOCK ACTIVITIES UNDER AGRICULTURE.

Name of the Project or Block.

Serial number and items.	Unit.	Targets. For the quarter.	Targets. Up to the quarter.	Achievements. During the quarter.	Achievements. Up to the quarter.	Default. In the quarter.	Default. Up to the quarter.	Remarks (reasons for short-fall).
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
I. Land Development—								
(a) Area Reclaimed ..	Acres ..							
(b) Area brought under Soil Conservation Scheme.	Do. ..							
(c) Increased irrigational facilities—								
1. Oil engines distributed.	Number ..							
2. Electric motor pumpsets (on hire-purchase system and Filter Point Scheme.)	Do. ..							
3. Installation of river pumping units.	Do. ..							
4. Installation of bore bells.	Do. ..							
5. New wells constructed.	Do. ..							
6. Old wells renovated.	Do. ..							
7. New tanks built ..	Do. ..							
8. Old tanks repaired.	Do. ..							
9. Canals dug ..	Miles ..							
10. Others, if any ..	..							

II. A. Distribution of improved seeds—								
(a) Cereals—								
(i) Paddy	Maunds	..	..	..	..	..	..	..
(ii) Millets	Do.	..	..	..	..	..	..	..
(iii) Cholam	Do.	..	..	..	..	..	..	..
(iv) Ragi	Do.	..	..	..	..	..	..	..
(v) Cumbu	Do.	..	..	..	..	..	..	..
(vi) Tenai	Do.	..	..	..	..	..	..	..
(b) Oil seeds	Do.	..	..	..	..	..	..	..
(c) Pulses	Do.	..	..	..	..	..	..	..
(d) Potatoes	Do.	..	..	..	..	..	..	..
B. Distribution of fruit plants, etc.—								
(a) Distribution of fruit plants	Number	..	..	..	..	..	..	..
(b) Area brought under fruits	Acres	..	..	..	..	..	..	..
(c) Area brought under vegetables	Do.	..	..	..	..	..	..	..
(d) Distribution of other plants of economic importance	Number	..	..	..	..	..	..	..
(e) Area brought under these plants of economic impartance	Acres	..	..	..	..	..	..	..
C. Extension of area under cotton	Do.	..	..	..	..	..	..	..
D. Extension of area under sugarcane	Do.	..	..	..	..	..	..	..
III. Establishment of State seed farms—								
1. Paddy	Number	..	..	..	..	..	..	..
2. Millets	Do.	..	..	..	..	..	..	..
3. Others	Do.	..	..	..	..	..	..	..

DRAFT PRO FORMA FOR REPORTING PROJECT OR BLOCK ACTIVITIES UNDER AGRICULTURE—*cont.*

Serial number and items.	*Unit.*	*Targets.*		*Achievements.*		*Default.*		*Remarks (reasons for short-fall).*
		For the quarter.	*Up to the quarter.*	*During the quarter.*	*Up to the quarter.*	*In the quarter.*	*Up to the quarter.*	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
IV. (*a*) (i) Distribution of green manure seeds ..	Maunds ..							
(ii) Area covered by green manure ..	Acres ..							
(*b*) (i) Rural compost pits dug	Number ..							
(ii) Quantity of rural compost made ..	Maunds ..							
(*c*) Cattle manure preservation in pits and dry-earth system	Number ..							
(*d*) Utilisation of urban compost—								
(i) Quantity in Mds.								
(ii) Acres on which it was used ..								
(*e*) Distribution of Fertilizers—								
1. Amonium sulphate	Maunds ..							
2. Superphosphate ..	Do. ..							
3. Others	Do. ..							
V. Pest and disease control—Area protected	Acres ..							
VI. Distribution of implements	Number ..							

VII. Demonstrations—		Number of villages reached.	Number of persons attended.	Number of villages reached.	Number of persons attended.
A. 1. Improved agricultural implements ..	Number ..				
2. Cultural	Do. ..				
3. Varietal	Do. ..				
4. Manurial	Do. ..				
5. Japanese method ..	Do. ..				
6. Observation plots—		Number of villages covered.		Number of villages covered.	
VIII. Exhibition held ..	Number ..				
IX. Afforestation—		Acrege covered	Number of villages covered.	Acreage covered.	Number of villages covered.
Trees planted	Number ..				
X. 1. Establishment of vill ge fuel forests ..	Do. ..				
2. Improving community pastures and raising of fodder crops.	Do. ..				
XI. Organising marketing of farmer's produce—					
1. Warehouses constructed	Number ..				
2. Quantity of commodities merchandized	Tons ..				
3. Quantity of commodities processed and graded	Do. ..				
4. Shandies held ..	Number ..				

DRAFT PRO FORMA FOR REPORTING PROJECT OR BLOCK ACTIVITIES UNDER AGRICULTURE—*cont.*

Serial number and items.	Unit.	Targets.		Achievements.		Default.		Remarks (reasons for short-fall).
		For the quarter.	Up to the quarter.	During the quarter.	Up to the quarter.	In the quarter.	Up to the quarter.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
XII. Rural Finance—								
1. Short-term loans—								
(a) Seeds and manures.	Rs.							
(b) Others, if any ..								
2. Medium-term loans—								
(a) Bulls, implements, etc.								
(b) Irrigation								
3. Long-term loans—								
(a) Irrigation ..								
(b) Land improvement (reclamation, etc.)								
XIII. Competitions held for—								
Paddy	Number							
Millets	Do.							
Groundnuts	Do.							
Sugarcane	Do.							
Vegetables	Do.							
(Both for quantity and quality.)								
XIV. Young farmers clubs organised, and other activities	Number	..	..	..	..	..	..	.. (A short note.)
XV. Celebration of farmer's week, crop competition week, tree-planting week, marketing week, group discussions on demonstration plots and any other of general interest ..								

XVI. (i) Different forms of co-operative farming "collective farming", consolidation of holding	A note detailing action taken for encouraging co-operative effort in all aspects of agriculture and results achieved should be given.
(ii) Diversification of farming—mixed farming.	A note on action taken and results.

(36)

G.O. R. No. 1371, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 9TH AUGUST 1956.

[Community Development Programme—Periodical—Annual and quarterly reports—Activities of the Medical Department—*Pro forma*—Prescribed.]

READ—the following papers :—

G.O. Ms. No. 2644, Public (Rural Development Projects), dated 24th August 1955.

From the Director of Medical Services, dated 25th April 1956, Reference No. 32900 (P & D)/56.

From the Director of Statistics, dated 22nd May 1956, No. 27906 N/56.

From the Director of Medical Services, dated 27th July 1956, Ref. No. 32900 (P & D)/56.

Order—No. 1371, *Public* (*Rural Development Projects*), *dated* 9th *August* 1956.

The Government direct that in future the Director of Medical Services should furinsh the quarterly and annual returns prescribed in the Government Order read above in the *pro forma* appended.

APPENDIX.

PRO FORMA FOR FURNISHING THE PARTICULARS OF WORK DONE BY THE MEDICAL DEPARTMENT IN THE COMMUNITY PROJECT, COMMUNITY DEVELOPMENT AND NATIONAL EXTENSION SERVICE AREAS OF THE

MADRAS STATE FOR { the quarter ending——— / the official year——— / the calendar year——— }

1 (i) Name of the Project or Block.

(ii) Population.

(iii) Area covered.

(iv) Number of villages.

2 District.

	Existing. (1)	Newly opened during the period. (2)
3 Number of hospitals.		
4 Number of Dispensaries (other than rural with names).		
5 Number of rural dispensaries (with names).		
6 Number of primary health centres (with names).		

	Existing. (1)	Newly opened during the period. (2)
7 Number of leprosy clinics (with names).		
8 Number of maternity and child-welfare centres (with names).		
9 Number of additional wards or wings opened to existing hospitals (maternity or others).		
10 Number of patients treated.		
11 Number of leprosy cases treated.		
12 Number of Tuberculosis cases treated.		
13 Number of operations performed.		
14 Value of medicines supplied Rs.		
15 Value of other equipments supplied Rs.		
16 Number of mobile dispensaries conducted.		
17 Names of villages, if any, which are at a distance of more than five miles from an existing dispensary or from one of the places periodically visited by mobile medical van (if any).		
18 Special or important features, if any, in the block.		
19 Total non-projects inputs, i.e. (Departmental expenditure excluding contributions from community Development or National Extension Service Funds).		
20 Details of recurring or non-recurring expenditure from Community Projects/Community Development Blocks/National Extension Service Funds.		
21 (a) Total allotment for medical relief scheme in the overall budget of the Block, and (1) the date on which the block was opened, (2) the period up to which the overall budget will last, (3) the expenditure on Medical Relief Schemes up to the period.		
(b) Non-project input (for the financial year).		

N.B.—In the case of construction of Buildings for hospitals or dispensaries the particulars regarding estimated cost, stage of work, expenditure in the year, quarter concerned need not be given, as these particulars will be reported by the Public Works Department who will be executing them.

Particulars relating to each Block or the Project should alone be furnished in the above form. Figures should not be furnished jointly for the Community Development areas or Community Project areas or National Extension Service areas or for 2 or 3 blocks together.

(37)

MEMORANDUM No. 98174-RDP-I/56-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 10TH AUGUST 1956.

[Community Development and National Extension Service Programme—Informations regarding position of staff—Instructions issued.]

[*Reference*.—From the Director of Statistics, dated 4th August 1956, No. 15636-N/56-1.]

All the Block Development Officers and Project Executive Officers are informed that they should adopt the revised *pro forma* enclosed herein for furnishing staff details while submitting their quarterly returns. They are also informed that they should furnish details for the quarter ending 30th June 1956 in the revised pro forma referred to above, direct to the Director of Statistics by return of post as a consolidated statement is due with the Community Projects Administration by the 15th August 1956.

ENCLOSURE.

STATEMENT SHOWING STAFF POSITION.

as on

Name of the block.

	Total sanction for the period.	*Staff in position.*		*Shortage.*
		Trained under training.	*Untrained.*	
	(1)	(2)	(3)	(4)
1 Project Executive Officers/Block Development Officers.				
2 Village level workers				
3 Agricultural Extension Officers ..				
4 Veterinary doctors				
5 Co-operative and Panchayat Inspectors.				
6 Social Education Organizers ..				
7 Overseers				
8 Doctors				
9 Sanitary Inspectors				
10 Lady health visitors				
11 Midwives				

(38)

G.O. R. No. 1995, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH DECEMBER 1956.

[Community Development Programme—Administration and other reports—Activities of the Public Health Department—*Pro forma* for the use of—Prescribed.]

READ—the following papers :—

G.O. Ms. No. 2644, Public (Rural Development Projects), dated 24th August 1955.

From the Director of Statistics, dated 7th November 1956, No. 27906-N/56.

Order—No. 1995, Public (Rural Development Projects), dated 4th December 1956.

A copy of the pro forma formulated by the Director of Statistics in consultation with the Director of Public Health for reporting on the activities of the Public Health Department is appended to this order. The Government direct that the Director of Public Health should, in future submit quarterly and annual reports prescribed in the Government Order read above, in this form.

APPENDIX.

PRO FORMA FOR THE USE OF THE DEPARTMENT OF PUBLIC HEALTH FOR REPORTING NORMAL DEPARTMENTAL ACTIVITIES IN THE COMMUNITY DEVELOPMENT AND NATIONAL EXTENSION SERVICE AREAS OF THE

MADRAS STATE FOR { QUARTER ENDING——— / OFFICIAL YEAR ENDING——— / CALENDAR YEAR ENDING———

	District Units.
I. Name of the project/block—	
II. Health and Sanitation—	Numbers.
1 Soakage pits constructed	,,
2 Rural latrines constructed	Yards.
3 Drains constructed	Numbers.
4 Insanitary places got cleaned	,,
5 Wells constructed	,,
6 Wells renovated ..	
III. Other activities—	Numbers.
1 Water seal slabs sold	,,
2 Villages visited by the Health Inspector ..	,,
3 Houses surveyed	,,
4 Schools visited	,,
5 Restaurants inspected	,,
6 Talks given on rural sanitation	,,
7 People attended	,,
8 Villages where vaccination work was done ..	,,
9 Vaccinations performed	,,
9 (*a*) Primary vaccinations ..	

	District Units.
III. Other activities—*cont.*	
9 (*b*) Revaccinations	Numbers.
10 Vaccinations inspected	,,
11 Inoculations performed	,,
12 Fly breeding places disposed of	,,
13 Windows provided	,,
14 Houses whitewashed	,,
15 Rural dispensaries improved	,,
16 Number of maternity centres opened ..	,,
17 Mother classes held	,,
18 New registrations made	,,
19 Labour cases conducted	,,
20 Home visits by the health visitors (pre-natal).	,,
21 Home visits by the health visitors (post-natal).	,,
22 Ante-natal visits by maternity assistants ..	,,
23 Post-natal visits by maternity assistants ..	,,

IV. Special features (if any) (a short note)—

V. Total non-project inputs (departmental expenditure excluding contributions from Community Project/Community Development/ National Extension Service Funds).

N.B.—**Particulars relating to each project or block should be furnished separately in the above form. Figures should not be furnished jointly for the community Development areas or National Extension Service areas or for two or three blocks together.**

(39)

G.O. R. No. 2002, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 4TH DECEMBER 1956.

[Community Development Programme—Periodicals—Annual and quarterly reports—Activities of the Public Works Department (General)—*Pro forma*—Prescribed.]

READ—the following papers :—

G.O. Ms. No. 2644, Public (Rural Development Projects), dated 24th August 1955.

From the Director of Statistics, dated 15th October 1956, No. 27906-N/56.

Order—No. 2002, *Public (Rural Development Projects), dated 4th December* 1956.

The Government direct that in future the Chief Engineer, P.W.D. (General), should furnish the annual and quarterly returns prescribed in the Government Order read above in the *pro forma* appended.

APPENDIX.

PRO FORMA FOR FURNISHING PARTICULARS OF WORK DONE IN THE MATTER OF CONSTRUCTION AND REPAIRS OF BUILDINGS IN THE COMMUNITY DEVELOPMENT AREAS OF MADRAS STATE FOR THE QUARTER/YEAR ENDING

Name of the Community Project/Community Development Block/National Extension Service Block. Name of the district.

Serial number and name of work.	Estimated cost.	Expenditure. To end of previous quarter/year.	Expenditure. Target amount for the quarter/year.	Expenditure. During the quarter/year.	Expenditure. Up to the end of the quarter/year.	Date/Month of commencement of work.	Date/Month of completion of work.	Source of funds.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Original works.								
1 Buildings for hospitals, dispensaries, maternity wards, Public Health Centres, etc.								
2 Buildings for schools, training institutes, tc.								
3 Other buildings, if any, to be specified								
4								
5								
Improvements, additions and repairs to—								
1 Buildings for hospitals, dispensaries, maternity wards. Public Health Centres, etc.								
2 Buildings for schools, training institutes, etc.								
3 Other buildings, if any, to be specified								
4								
5								

(40)

G.O. Ms. No. 1300, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 17TH APRIL 1957.

[Community Development Programme—Administrative Intelligence—Reporting—Instructions for guidance—Issued.]

READ—the following papers :—

Memorandum No. 4757-RDP-I/54-1, Public (Rural Development Projects), dated 27th January 1956.

Memorandum No. 33169-RDP-I/56-1, Public (Rural Development Projects), dated 16th March 1956.

Memorandum No. 69458-RDP-I/56-1, Public (Rural Development Projects), dated 23rd May 1956.

Memorandum No. 86789-RDP-I/56-1, Public (Rural Development Projects), dated 9th July 1956.

Memorandum No. 99598-RDP-I/56-1, Public (Rural Development Projects), dated 23rd August 1956.

Memorandum No. 3690-RDP-I/55-14, Public (Rural Development Projects), dated 23rd August 1956.

Memorandum No. 147829-RDP-I/56-1, Public (Rural Development Projects), dated 19th December 1956.

Order—No. 1300, *Public (Rural Development Projects), dated* 17*th April* 1957.

It has come to the notice of the Government that the Estimates Committee set up by the Lok Sabha, which examined the working of the Community Development Programme in the various States, noted that the performances in Madras, among other States, was disappointing. It is a matter for regret that the performance in this State should have given room for such remarks. The Government consider that this is a reflection on all the officers entrusted with the task of implementing the programme, not only the Block Development Officers and the staff who are in direct charge but the officers and staff of the Technical Departments whose role in the Community Development Programme is no less important than that of the Block Development Officers and their staff. The Government trust that all concerned will put forth their best and strive to improve the standard of work, and redeem the lost reputation.

2. However, it is felt that in progress statements issued by the Government of India, Madras would not have ranked so low if our progress reports contained a fuller account of what had been done. Firstly the progress reports so far have confined themselves only to the activities organised by the Block Staff with Block Funds. The Community Development Programme aim at co-ordination of the activities of all departments and the block funds are provided only to supplement the funds of the concerned departments and therefore an account of the work done in the block will not be complete without the details of the *non-project inputs.* The attention of the Heads of Departments is invited to the instructions issued in

Memorandum No. 3690-RDP-I/55-14, Public (Rural Development Projects), dated 15th October 1956, and they are requested to ensure that information regarding departmental activities is furnished to the Block Development Officer in time so that all the activities in the Community Projects, Community Development and National Extension Service Blocks irrespective of the agencies carrying out the work and sources of finance, is reported in the quarterly progress reports.

3. Even the reporting by the Block Development Officers leaves much to be desired. The Block Development Officers should realize the need for proper attention to administrative intelligence and study carefully the instructions given in the draft Manual, copies of omissions and defects noticed so far, are also appened to this order. which have been supplied to them. Instructions based on the The Block Development Officers are requested to see that the instructions are properly adhered to while the progress reports are prepared.

APPENDIX.

INSTRUCTIONS FOR THE PREPARATION OF PROGRESS REPORTS.

The cumulative figures reported from quarter to quarter are not consistent. Sometimes the figures show a fall, which obviously is incorrect and shows that proper verification is not done.

2. In the case of converted blocks, the cumulative figures should include all physical achievements before conversion (i.e., achievements of the National Extension Service period).

3. As Government have ordered that with effect from 30th September 1956, non-project achievements should also be included in the reports which should relate to the total activities in the Community Development areas irrespective of the agencies carrying them out, special efforts must be made to include these particulars in the quarterly reports.

4. The non-project achievements should include—

(i) normal activities of the departments of the Government and also activities under special programmes, if any;

(ii) District Board works; and

(iii) development activities in all fields by private individuals, e.g., reclamation, additional irrigation facilites, etc.

(iv) programmes, if any, sponsored by the Government of India or other agencies.

5. The Narrative Summary on the nine points required in section II on page (4) of the *pro forma* for quarterly progress reports should be prepared by the Block Development Officers themselves. They should carefully scrutinise the figures in the report before they prepare the summary.

6. *Details of non-project achievements should be obtained from District Officers or Block Level Officers in time.*

7. If achievements relating to a quarter are left out for want of information, they should be included in the subsequent report with suitable explanatory notes.

8. Targets must be filled up where fixed. Block endeavour which is comparable to targets should be exhibited separately, with non-project inputs being shown by a *plus* mark in columns.

9. Physical achievements should be in proper *units* for example seeds and fertilizers in maunds, drains in yards, roads laid in miles and furlongs, etc.

10. The staff position statement should be in the revised form prescribed by Government in Memorandum No. 98174|RDP-I|56-1, Public (Rural Development Projects), dated 10th August 1956.

11. (i) *Fertilizers*.—Particulars of ammonium sulphate, superphosphate, etc., should be reported separately. Town compost, farmyard manure or green manure should not be included in this but they may be reported separately. Steps may also be taken to separate these figures for the previous period.

(ii) *Improved seeds*.—Only improved seeds must be reported. Green manure seeds should not be included under this head.

(iii) Particulars of fertilizers and seeds distributed by all agencies should be reported, i.e., by

(1) Extension Officer.
(2) District Agricultural Officer or Agricultural Department.
(3) Co-operative societies.
(4) Licensed dealers.
(5) Primary and secondary seed farms for seeds only } (under the seed Multiplication Scheme).
(6) Village and State seed farms } (under the seed Multiplication Scheme).
(7) Other agencies, if any.

Usually the figures regarding fertilizers and seeds relate only to those distributed by the Block staff. Steps should be taken to get full details of the quantities supplied by various sources including private agencies, which alone will give a full account.

12. *Co-operation*.—Number of societies started after the inception of the block need only be reported and not the number of societies functioning in the block. Details of societies functioning in the area may be reported under the head "co-operation" on page 25 under progress indicators.

13. Apart from the items included in the pro forma, the report should include

(i) acreage under Japanese method in the block;
(ii) acreage under other improved methods;
(iii) area under green manure cultivation;
(iv) khadi hanks spun and distributed or sold;
(v) number of co-operative *societies functioning* in the block;
(vi) number of villages covered by co-operative societies;
(vii) number of villages yet to be covered;
(viii) loans disbursed by co-operative societies;
(ix) loans disbursed by other Governmental agencies like Revenue and Agricultural Departments (not block funds); and
(x) area protected as a result of pest control measures.

14. *Rural arts and crafts*.—The section on rural arts and crafts should be clear and informative to show what has been actually done.

15. Fall in the figures relating to adult literacy due to closure of one or two schools, etc., should be properly explained.

16. *People's participation*.—The following points included in the Manual on Administrative Intelligence should be kept in mind:—

(1) People's participation should be assessed in terms of voluntary contribution in cash, kind and labour for works of common benefit.

(2) Contribution in the form of labour should be measured by the value of work done estimated according to the Public Works Department rates or the authorized rates of the local boards whichever may be lower. Contribution in kind should be valued at the prevailing market rates.

(3) Facilities already existing in a village, e.g., community centre, chaupal, etc., before the Community Development and National Extension Service Programme started should not be included in the people's contribution.

(4) When Government property such as lands, buildings, etc., are utilized for a common purpose, the value of such property should not be counted as part of people's participation.

(5) Grants out of funds collected by the panchayats from the villagers *could* be counted as people's contribution *but not* the grants made out of funds received by the panchayats from the Government.

NOTE.—In the case of works|scheme the value of work done as assessed in terms of the rates adopted in the estimate or appropriate rates in the case of works without estimates|cost of scheme *minus* Government contribution will be the public contribution. This method may be adopted where the methods suggested above cannot be approved conveniently.

17. *General.*—(i) Generally public contributions tend to be under-estimated because, land voluntarily gifted by the people is generally left out. In future, gift of land received for various purposes should be valued and counted as public contribution. Similarly all items of private effort, e.g., work of non-Government institutions which receive aid under the programme, etc., should be valued and counted as public contribution.

(ii) Usually a large number of "nil" entries are noticed in the progress reports. Evidently it is not due to absence of such activities but only failure to collect and incorporate the information in the report. This should be avoided and special efforts made to collect complete particulars in respect of all items shown in the pro forma.

(iii) Tables on expenditure, budget, etc., should be typed carefully with "nil" entries wherever necessary.

18. Circulars of the Director of Statistics, references for reconciliation, etc., should be promptly attended to and irregularities rectified.

(41)

MEMORANDUM No. 21786-RDP-VII/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 12TH MAY 1957.

[Community Development Programme—Social Education—Review of work done in the field—Submission of "Monthly periodical" to Collectors—Instructions—Issued.]

It has been suggested that a close watch should be kept on the work in the field of Social Education by Block Development Officers, and Social Education Organizers, through periodical reports by the Collector.

2. The Government have carefully considered the matter and direct that, apart from the quarterly progress reports submitted by the Block Development Officers to the Director of Statistics, the Block Development Officers should submit "Monthly" periodical reports to the Collectors concerned, regarding work under Social Education with reference to the objectives of the programme and the physical achievements in respect of activities enumerated in G.O. Ms. No. 1325, Public (Rural Development Projects), dated 21st April 1955. The Collectors may prescribe the form in which the report should be sent in consultation with the Assistant Development Commissioners and District Social Education Officers. The emphasis should be on the objectives of the programme enunciated in the Social Education Manual rather than physical achievements in respect of various items which are only the means to attain the objective.

(42)

G.O. Ms. No. 2018, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 27TH JUNE 1957.

[Community Development Programme—Establishment—Administrative Intelligence—Posts of Block Level Progress Assistants —Sanctioned.]

READ—the following paper :—

From the Government of India, Ministry of Community Development, dated 26th December 1956, No. MCD/8 (7)/56-PP.

Order—No. 2018, *Public (Rural Development Projects), dated 27th June* 1957.

In the permanent staffing pattern of a National Extension Service block, provision has been made for a Block Level Progress Assistant for handling administrative intelligence work. The Government of India in their reference cited have suggested that in view of the nature and range of statistical work involved, it is necessary that the Progress Assistants are recruited, trained and placed in position as early as possible. The Government accept the above suggestion and sanction the employment of 110 (one hundred and ten) Block Level Progress Assistants at the rate of one Assistant for each block now in existence, up to the period ending with 28th February 1958 or till the need for their employment ceases, whichever is earlier, on a scale of pay of Rs. 80—3—95—5—125 plus the usual allowances admissible under the rules.

2. The recruitment of the candidates for the posts sanctioned in paragraph 1 above will be made by a Committee consisting of—

(i) Additional Development Commissioner.

(ii) Joint Development Commissioner.

(iii) Direct of Statistics.

3. The candidates for appointment to the above posts should possess a second-class Bachelor's Degree in Economics/Statistics/ Mathematics/Science/Agriculture.

4. The selected candidates will be given suitable training for a period of six weeks each, in two batches, by the Director of Statistics. Instructions regarding the training programme to the Block Level Progress Assistants will be issued separately.

5. The expenditure incurred on the pay and allowances of the Block Level Progress Assistants now recruited should be debited to the budget head of account of the respective blocks.

6. The Director of Statistics is requested to submit very urgently necessary proposals for the recruitment and training of the Progress Assistants now sanctioned.

(43)

U.O. NOTE No. 40362-RDP-I/57-2, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 24TH JULY 1957.

[Community Development Programme—Administrative Intelligence—Review of work done under the Community Development Programme—By the Rural Development Board—Salient features placing before the Rural Development Board—*Pro forma*—Prescribed.]

[*Reference.*—This Department's D.O. Letter No. 40362-RDP-I/57-1, dated 18th April 1957, and from the Director of Statistics, D.O. No. 8272/57, dated 13th May 1957.]

The Director of Statistics may be requested to submit the details under reference, in the pro forma appended to this U.O. Note. He is requested to send the particulars relating to the various departments in this pro forma. The details may be furnished periodically for being placed before the Rural Development Board, from its next meeting onwards.

He may also be informed that for fertilizers, seeds and manures, the area covered by the total quantity distributed should also be shown. He may also be informed that the pro forma for quarterly progress report provides for the particulars of targets.

APPENDIX.

PRO FORMA TO APPRAISE THE PROGRESS IN THE COMMUNITY DEVELOPMENT PROGRAMME OF THE VARIOUS DEPARTMENTS.

Item.	*Unit.*	*Target.*	*Achievement during the corresponding quarter of last year.*	*Achievement during the quarter.*	*Index number (with reference to 3 or if 3 is not furnished with reference to 4).*
(1)	(2)	(3)	(4)	(5)	(6)

(44)

MEMORANDUM No. 132159-RDP-I/56-4, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 22ND AUGUST 1957.

[Community Development Programme—Demi-official progress report from Collectors—Model report—Outlines—Prescribed.]

[*Reference.*—Memorandum No. 108165-RDP-/I56-5, Public (Rural Development Projects), dated 28th September 1956.]

The Collectors of districts are, at present, submitting a monthly demi-official report on the progress of work done under the Community Development Programme. Instructions have been issued in the Memorandum cited that these reports are not intended to be merely a statistical document (as statistical details are available with the Government in the other reports furnished by the Collectors and the Director of Statistics), but the demo-official letter is intend to give a critical appreciation of the progress of work done in the district, based on the personal knowledge and experience of the Collectors. It has also been instructed that the reports should convey suggestions of the Collectors for improvements in the working of the scheme and that the Collectors should bring to the notice of the Government, any difficulty encountered in the adequate implementation of the programme.

2. As several Collectors are not strictly following these instructions, it has been suggested that a model report may be prescribed showing under various heads, what should essentially be included in the report. In accordance with this suggestion the outlines required for preparing such demi-official reports are appended to this memorandum. The Collectors are requested to study them carefully and submit their future demi-official reports on the lines suggested.

3. The Government wish to point out that this is a very important report as it is a means of communicating the views of the Collectors to the officers at the State level. It should therefore give a correct account of the Collector's appraisal of the situation in his district. It need hardly be stressed that such a report should not be prepared merely through clerical assistance and that the Collector should bestow his personal attention.

ANNEXURE.

OUTLINES OF A MODEL DEMI-OFFICIAL REPORT BY COLLECTORS REGARDING THE COMMUNITY DEVELOPMENT PROGRAMME.

I. *Staff position.*—The Collectors should point out the existence of long-standing vacancies in the posts of Block Development Officers and Extension Officers, etc., and mention the reasons therefor, the quality of the officers inclusive of Block Development Officers and Extension Officers as evidenced from their

inspection and review of the several reports and diaries. Special mention will have to be made of glaring defaults with action taken to pull up the concerned officers and also of outstanding achievements. This will apply to the staff in the Training Centres also. These assessments, if properly done, will create a background for promotion of deserving members of the staff and eliminating the unsuitable personnel.

II. *Departmental co-operation.*—More often than not, it is seen that one or the other of the district heads and their subordinates who are not represented in the block level staff, fail to pull their weight in the common object of rural development, with the result, the Community Development Programme suffers. Even their attendance during the Block Advisory Committee meetings is not regular. The Collectors can, therefore, point out the extent of not only co-operation but *actual participation* evinced by the district officers, in fixing quarterly and monthly targets of work, in their reviewing of reports and returns received from the block staff, in providing facilities by way of funds, equipment, etc., and in carrying out the suggestions of the Collector, Block Advisory Committee and the Block Development Officer, which are in the interest of furthering the Community Development Programme.

III. *People's participation.*—This is one item about which the Collectors will have to be critical in their appraisal of the situation. Both on account of improper assessment of contributions made and ineffective inducement to gather more, the reputation of this State is not as high as it ought to be. The Collectors will have to indicate the concrete steps taken to improve the situation as could be evidenced through obtaining increased contribution than what has been scheduled against the several works and schemes, through organizing shramdhan movements, social service leagues, youth camps, etc., and through tapping the other sources of local philanthropy. They will also do well to offer critical remarks about the change in mental outlook, the lack of appreciation or enthusiasm over particular items of the programme in particular tracts where the Community Development Programme is in operation and the action taken by them to pull up the officers concerned. The omission to include in the progress reports and returns of people's contribution gathered by the staff of departments other than those working the Block Development Officer (non-project in-puts) is causing a glaring disparity as compared with other States. The Collectors will have to be vigilant about this aspect and see that suitable action is taken to improve the situation and their demi-official progress reports may indicate the extent of such action taken.

IV. *Critical assessment of results.*—The cumulative effect of carrying out the efficient aspects of Community Development Programme should be felt through the increase in overall production of agricultural produce and industrial goods and through the increase in national and individual family incomes. The Collectors will have to point out how far the agricultural and other productions have gone up as could be seen through crop sampling, crop competition, the general assessments of standing crops or harvest gathered as seen from the season reports, the availability or otherwise of industrial goods especially through implementation of cottage and village industries and the consequential augmentation of family income either by way of direct benefit as profits or indirectly as labour earned due to the relief of under and unemployments.

V. *Buildings for offices and staff quarters.*—The construction of building for offices of Block Development Officers and agricultural depot and for block staff quarters has been badly neglected in most of the blocks. The matter was recently examined by the Government and specific instructions have been issued to enable the Collectors to go ahead with the construction of buildings for offices, training centres, quarters for the block staff and the staff of the training centres. Rapid progress in the construction work is necessary. The Collectors should bring to notice any obstacles or bottle-necks in the way, and also indicate up-to-date progress made.

VI. *General.*—The Collectors may point out here any other items not covered and which are of interest to the implementation of Community Development Programme. It should include all items of interest on which the Collectors' own comments will be useful to the Government in the furtherance of the programme.

(45)

MEMORANDUM No. 104720-RDP-I/57-1, PUBLIC (RURAL DEVELOPMENT PROJECTS), DATED 8TH OCTOBER 1957.

[Community Development Programme—Facilities to the Project Executive Officers—Providing of—Instructions—Issued.]

[*Reference.*—From the Government of India, Ministry of Community Development, dated 23rd September 1957, No. 12 (25)/57-PP.]

A copy of the letter cited is communicated to all Collectors except the Collector of Madras for information. They are requested to provide necessary facilities to the Project Executive Officers for carrying out evaluation studies, as and when required.

ENCLOSURE.

Letter from the Officer on Special Duty, Government of India, Ministry of Community Development, New Delhi, to the Development Commissioners of all State Governments, dated 23rd September 1957, No. 12 (25)|57-PP.

[Community Development Programme—Provision of facilities to Project Evaluation Officers.]

I enclose a copy (not furnished) of the Summary Record of the meeting held on the 27th August 1957, between the officers of the Programme Evaluation Organization and the Ministry of Community Development. With reference to paragraph 3 of the record, it is requested that following facilities may kindly be provided to Project Evaluation Officers:—

(*a*) To visit development blocks,

(*b*) to attend the meetings of the Block Advisory Committee, Intra-State Seminars, etc.,

(*c*) to look into quarterly progress reports for a random check in order to make sure that the reporting system is on the right lines,

(*d*) to arrange quarterly meetings between Project Evaluation Officers, the Regional Evaluation Officer and the Joint Development Commissioner for discussing the findings and suggestions of the Project Evaluation Officer.